

**Dodge County Board of Supervisors
July 17, 2018 – 7:00 p.m.
Administration Building - Juneau, Wisconsin**

The July Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Greshay and seconded by Supervisor Hilbert to approve the minutes of the June 19, 2018, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

The Chairman called upon Supervisor Bischoff, Chairman, Land and Water Conservation Committee, who introduced Bill Boettge, Co-Chair of Dodge County Alliance for Healthy Soil and Healthy Water. Mr. Boettge introduced Co-Chair Andrew Condon of Dodge County Alliance for Healthy Soil and Healthy Water and Chair Tony Peirick, Co-Chair Marty Weiss and Dr. Loretta Ortiz-Ribbing of Dodge County Farmers for Healthy Soil and Healthy Water whom together gave a presentation on their initiative to improve Dodge County's soil and water through conservation practices and education along with building a community dedicated to soil and water health. Comment by Supervisor Glewen.

Chairman Kottke then called upon Supervisor Frohling, Chairman, Finance Committee, who introduced Brett Hofmeister and Kevin Krysinski with Johnson Block and Company, Inc. to present on the Financial Statements with Independent Auditor's Report. Mr. Krysinski discussed the Dodge County Financial Statements with Independent Auditor's Report and reported on the findings of the audit. Mr. Hofmeister presented the financial statements. Questions by Supervisors Derr, Berres and Houchin answered by Mr. Krysinski.

The following Resolutions, Reports and Ordinance were read by the Clerk and acted upon by the Board:

Resolution No. 18-13 Amend Town of Portland Zoning Ordinance – Daniel and Lori Schey Property – Supervisor Berres. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Schaefer. Question by Supervisor Frohling answered by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 18-14 Resolution Authorizing an Agreement with the City of Beaver Dam for the Conveyance of a Parcel of Real Estate to the City of Beaver Dam In Exchange For the Payment of Unpaid Real Property Taxes and Specials – Taxation Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Berres. Question by Supervisor Greshay answered by Supervisor Berres. The vote was cast with 31 ayes and 2 abstentions, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 31.

Abstentions: Burnett, Glewen. Total 2.

Resolution No. 18-15 Resolution Closing Dodge County Law Enforcement Center – Pod J – Building Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Benter. Question by Supervisor Hilbert answered by Supervisor Frohling. Supervisor Nickel made a motion to postpone Resolution 18-15 indefinitely. The motion was seconded by Supervisor Maly. Comments by Supervisors J. Schmitt, D. Schmidt, Maly, Greshay, Berres, Guckenberger and Wurtz. Supervisor Wurtz advised that he would like to make a motion to amend. Chairman Kottke advised that a motion to postpone indefinitely was on the floor. Chairman Kottke called upon Corporation Counsel Kimberly Nass to advise the Board on the proper procedures regarding amendments and motions. Corporation Counsel Kimberly Nass advised that it was proper to make a motion to amend prior to acting on the motion to postpone indefinitely. Question by Supervisor Derr answered by Corporation Counsel Kimberly Nass. Supervisor Wurtz then made a motion to amend Resolution 18-15 by deleting lines 31 through 37 of the original Resolution and replacing them with “So, Now, Therefore, Be It Resolved, by the Dodge County Board of Supervisors, on the recommendation of the Building Committee, adopts the findings herein and establishes a closing date for Pod J upon the Sheriff developing and implementing a transition plan to relocate inmates housed in Pod J so that the facility is vacated.” The motion to amend was seconded by Supervisor Maly. Questions by Supervisors Glewen, Houchin and Bobholz answered by Corporation Counsel Kimberly Nass and Supervisors Sheahan-Malloy and Miller. Comments by Supervisors Guckenberger, Fink, J. Schmitt, Benter, D. Schmidt, Derr and Nickel. The vote was cast on the motion to amend with 5 ayes and 28 noes, thereby defeating the motion to amend.

Ayes: Wurtz, Schraufnagel, Nickel, Maly, Miller. Total 5.

Noes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Kemmel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Hilbert, Burnett, Derr, Glewen. Total 28.

Supervisor Derr made a Motion to amend Resolution 18-15 by changing the closing date from December 31, 2018 to March 1, 2019. The motion to amend was seconded by Supervisor Hilbert. Comments by Supervisors D. Schmidt, Guckenberger, Glewen, J. Schmitt, Kottke, Greshay, Houchin and Hilbert. The vote was cast on the motion to amend with 13 ayes and 20 noes, thereby defeating the motion to amend.

Ayes: Kottke, Justmann, Wurtz, Schraufnagel, Bischoff, Frohling, Nickel, Maly, Hilbert, Miller, Burnett, Derr, Glewen. Total 13.

Noes: Benter, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Schaefer, Guckenberger, Fink, Muche, Kemmel, Caine, Behl, Berres, Houchin, Roesch, D. Schmidt, Hoekstra, Sheahan-Malloy. Total 20.

Comment by Corporation Counsel Kimberly Nass. The vote was then cast on the motion to postpone Resolution 18-15 indefinitely with 4 ayes and 29 noes, thereby defeating the motion to postpone indefinitely.

Ayes: Schraufnagel, Nickel, Maly, Miller. Total 4.

Noes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Wurtz, Kemmel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Sheahan-Malloy, Hilbert, Burnett, Derr, Glewen. Total 29.

Comments by Supervisors Nickel, D. Schmidt, Guckenberger and Derr. The vote was then cast on the original Resolution 18-15 as presented with 24 ayes and 9 noes. Supervisor Bobholz informed Chairman Kottke that she had meant to vote yes. With changing Supervisor Bobholz's vote to a yes, the vote was 25 ayes and 8 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Schaefer, Guckenberger, Fink, Muche, Kemmel, Schraufnagel, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Burnett, Glewen. Total 25.

Noes: Justmann, Wurtz, Bischoff, Nickel, Maly, Hilbert, Miller, Derr. Total 8.

Resolution No. 18-16 Resolution Opposing an Addition to the Dodge County Detention Facility – Building Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Houchin. Questions by Supervisors Wurtz and Derr answered by Supervisor D. Schmidt. Comments by Supervisors J. Schmitt, Greshay, Miller, Guckenberger, Derr, Muche and Sheahan-Malloy. The vote was cast with 28 ayes and 5 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Kemmel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Maly, Hilbert, Derr, Glewen. Total 28.

Noes: Wurtz, Schraufnagel, Nickel, Miller, Burnett. Total 5.

Report No. 1 Ordinance No. 1002 – Amend Land Use Code – Devin Fink Property – Town of Lomira – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Schraufnagel. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 2 Ordinance No. 1003 – Amend Land Use Code – Zedland Farm, Inc. Property – Town of Lomira, Land Resources and Parks Committee. A motion for adoption was made by Supervisor Schraufnagel and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 3 Ordinance No. 1004 – Amend Land Use Code – Allen Thurow Property – Town of Lebanon – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 4 Ordinance No. 1005 – Amend Land Use Code – Thomas Timmel Property – Town of Lebanon – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Frohling. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 5 Ordinance No. 1006 – Amend Land Use Code – Michael and Deborah Scheiber Property – Town of Lebanon – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Schaefer. Questions by Supervisor Berres answered by

Chairman Kottke. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Ordinance No. 1 Ordinance No. 1007 – An Ordinance to Amend Section 7.10 of the Dodge County Code of Ordinances, Specifying Certain Segments of Dodge County Trunk Highways as All-Terrain Vehicle and Utility Terrain Vehicle Routes – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. The vote was cast with 31 ayes and 2 noes, thereby adopting the Ordinance.

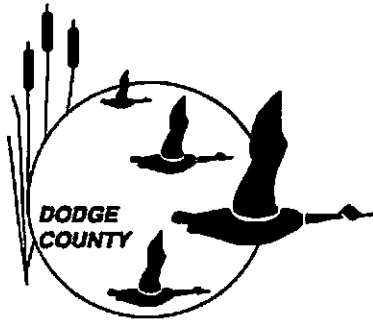
Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Burnett, Derr, Glewen. Total 31.

Noes: Bennett, Miller. Total. 2.

The Clerk noted the following had been placed on the Supervisor's desks: Healthy Soil and Healthy Water packet, Johnson Block Financial Statements with Independent Auditor's Report for the years ended December 2017 and 2016, Memo, dated July 17, 20178 from Jim Mielke regarding recruitment for Clearview Administrator/Executive Director, Memo, dated July 17, 2018 from Susie Mueller, Information Technology, Karen Gibson, County Clerk and Kim Nass, Corporation Counsel regarding County e-mail access, Dodge County Law Enforcement News pamphlet, 2019 Wisconsin County Officials Directory and July, 2018 Aging and Disability Resource Center newsletter. The Chairman ordered these be placed on file.

At 9:14 p.m. Supervisor Frohling made a motion to recess until Tuesday, August 21, 2018 at 7:00 p.m. Supervisor Sheahan-Malloy seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

**County Project and Issue Update
Volume 43 August 2018**

Special Order of Business: Proposed Health Insurance Consortium and Plan Recommendations:

Human Resource Director Sarah Hinze and Jeff Ireland, Senior Account Executive / Partner with M3 Insurance Solutions will present information regarding the proposed health insurance offering provided by DeanCare and Health Savings Accounts (HSA) at the August 21st County Board meeting.

A joint meeting of the Finance and Human Resource & Labor Negotiation Committees was held on Monday July 23rd. The consensus of the committees is to proceed with 2019 budget preparation based on the DeanCare proposal with two plan design options: \$500 Single / \$1,000 Family (current plan design) and a high deductible option of \$1,500 Single / \$3,000 Family. The high deductible plan option meets IRS guidelines of a High Deductible Health Plan which would enable the implementation of Health Savings Accounts.

A series of nine employee informational / training presentations were held between August 1 – 16th. The session locations varied between Clearview, Henry Dodge Office Building, Sheriff Office Emergency Operations Center, Juneau Highway location and the Administration Building. The goal of the informational sessions was to present high level background information regarding the 2019 DeanCare proposal and Health Savings Accounts to as many employees as possible. Please note the August County Board presentation is for informational purposes only. A formal recommendation will be provided by the Human Resource & Labor Negotiation Committee at the September 18th County Board meeting. The recommendation may include two separate Resolutions, one to accept the DeanCare proposal, followed by a Resolution to transition out of the State Insurance Plan as of January 1, 2019.

Update: 2019 Budget: An updated draft of the Five Year Capital Improvement Plan (2019 – 2023) will be distributed to all county board members at the August meeting. The Finance Committee is scheduled to finalize their recommendation on September 11th and forward a Resolution to the full Board for consideration on September 18th.

A preliminary outline of proposed 2019 Sales Tax funded projects / equipment will also be distributed to all county board members at the August meeting. The Finance Committee will finalize their recommendations on September 11th and forward a Resolution to the full board for consideration on September 18th.

As a reminder, the Finance Committee will be holding 2019-Mini Budget meetings on Wednesday September 26th and Thursday September 27th. The meetings will start at 4:00 p.m. and will be held in the Administration Building Auditorium Rooms H&I.

The Special Finance Committee meeting to review the budget and consider potential budget amendments is scheduled for 6:00 p.m. Tuesday October 30th. Meeting location is the Administration Building Auditorium.

09450

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Page Number 1
Date 8/08/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
100.1661.99	14362	M3 Insurance Solutions, Inc.	06/30/18	PV	469202	00100	117,762.85	P	
1801.5219	52370	River Run Computers, Inc	06/05/18	PV	469308	00100	30,337.50	P	
1801.5219	52370	River Run Computers, Inc	06/05/18	PV	469308	00100	32,887.50	P	
1811.5249	45666	Meridian IT Inc.	07/09/18	PV	469463	00100	17,400.00	P	
1811.5818	13754	Gordon Flesch Co., Inc.	07/02/18	PV	469851	00100	11,375.00	P	
1811.5818	20858	Sirius Computer Solutions Inc.	06/27/18	PV	469303	00100	20,655.81	P	
1901.5222	15074	Juneau Utilities	06/30/18	PV	469731	00100	10,861.88	P	
1905.5222	15074	Juneau Utilities	06/30/18	PV	469730	00100	13,176.73	P	
2031.5818	13042	Baycom, Inc.	06/29/18	PV	469302	00100	15,168.00	P	
2061.5275	22827	Aramark Chicago Lockbox	06/30/18	PV	469944	00100	11,755.89	P	
2061.5275	22827	Aramark Chicago Lockbox	07/31/18	PV	469946	00100	11,423.40	P	
2061.5275	22827	Aramark Chicago Lockbox	07/31/18	PV	469948	00100	10,984.76	P	
2061.5291.02	50252	Correct Care Solutions, LLC	07/31/18	PV	469157	00100	73,362.92	P	
2901.5222	15074	Juneau Utilities	06/30/18	PV	469729	00100	12,919.59	P	
2902.5222	15074	Juneau Utilities	06/30/18	PV	469729	00100	19,379.39	P	
7852.5828	52162	Woleske Construction Co	06/29/18	PV	469593	00100	25,160.00	P	
Fund 00100							GENERAL FUND	434,611.22	

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Date 8/08/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
4807.5219	12426	Lutheran Social Services-WI & Upper MI	06/30/18	PV	469896	00100	34,534.50	P	
4807.5219	39482	Family Youth Interaction Zone	06/30/18	PV	469306	00100	52,210.75	P	
4807.5219	39482	Family Youth Interaction Zone	06/30/18	PV	469620	00100	51,945.00	P	
4807.5219	48475	Orion Family Services	05/31/18	PV	469059	00100	14,322.00	P	
4807.5219	48475	Orion Family Services	06/30/18	PV	470359	00100	13,740.75	P	
4807.5219	50314	Seasons Counseling LLC	06/30/18	PV	469741	00100	31,372.50	P	
4809.5279.468	40455	Evergreen Manor II Inc.	06/30/18	PV	469737	00100	10,791.00	P	
4812.5291.428	34580	Fond du Lac County	04/30/18	PV	470356	00100	14,700.00	P	
4821.5721	47126	Department of Health Services	07/31/18	PV	469914	00100	113,760.75	P	
4825.5299	13771	Green Valley Enterprises Inc.	06/30/18	PV	469591	00100	31,541.67	P	
4846.5299	47338	JusticePoint, Inc.	06/30/18	PV	469622	00100	16,001.00	P	
5010.5273.02	12435	Lad Lake, Inc.	06/30/18	PV	469465	00242	11,204.40	P	
5010.5273.02	12436	Northwest Passage, LTD	06/30/18	PV	469466	00242	11,196.00	P	
5010.5273.02	13296	Chilada Institute Inc	06/30/18	PV	469469	00242	15,505.20	P	
5010.5273.02	19821	Clinicare Corporation	06/30/18	PV	469471	00242	11,259.00	P	
5010.5273.02	19821	Clinicare Corporation	06/30/18	PV	469471	00242	11,482.50	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/18	PV	469476	00242	13,640.40	P	
5010.5273.02	50352	Youth Villages Inc	06/30/18	PV	469514	00242	13,500.00	P	
5046.5721	47126	Department of Health Services	07/31/18	PV	469914	00100	56,793.00	P	
5742.5275	39203	Pell's Supper Club/Catering	06/30/18	PV	469592	00100	10,622.23	P	
Fund 00242							HEALTH & HUMAN SERVICES FUND	540,122.65	

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount
645.1664	45614	MMIC	06/14/18				
645.1854	35148	H&H Industries, Inc.	06/22/18	PV	469773	00100	20,703.00
645.2141.02	42205	Bond Trust Services Corporation	07/31/18	PV	469749	00100	12,369.13
645.2141.05	42205	Bond Trust Services Corporation	07/31/18	PV	470237	00100	23,400.00
645.2914.02	42205	Bond Trust Services Corporation	07/31/18	PV	470236	00100	78,621.89
645.2914.05	42205	Bond Trust Services Corporation	07/31/18	PV	470237	00100	520,000.00
4520.5211.32	39490	Achieve Solutions	06/30/18	PV	470236	00100	20,000.00
4520.5211.38	44091	Omnicare Inc	06/30/18	PV	469980	00100	12,235.37
4520.5211.39	39490	Achieve Solutions	06/30/18	PV	469166	00100	13,882.50
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/18	PV	469980	00100	15,433.47
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/18	PV	469283	00100	18,700.00
4528.5211.11	39490	Achieve Solutions	06/30/18	PV	469288	00100	41,860.00
4528.5211.13	39490	Achieve Solutions	06/30/18	PV	469981	00100	27,344.44
4528.5211.15	39490	Achieve Solutions	06/30/18	PV	469981	00100	28,603.10
4528.5345	44091	Omnicare Inc	06/30/18	PV	469981	00100	26,713.05
4544.5279	35148	H&H Industries, Inc.	06/30/18	PV	469166	00100	12,336.99
4556.5222	15074	Juneau Utilities	06/22/18	PV	469749	00100	12,549.00
4561.5323	51376	MatrixCare, Inc	07/31/18	PV	459613	00100	25,892.32
				PV	470189	00100	20,659.00
Fund		00645	CLEARVIEW LTC & REHAB				931,305.26

CLEARVIEW LTC & REHAB

931,305.26

09450

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Page Number 4
Date 8/08/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount	P C
730.2644	13845	Henry G. Meigs, LLC	07/10/18	PA	469203	00730	21,500.00	P
		Fund	00730		HIGHWAY AND AIRPORT FUND		21,500.00	

HIGHWAY AND AIRPORT FUND

21,500.00

Grand Total

1,927,539.13

09450

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Voucher paid in July

Page Number 1
Date 8/08/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount	A/C
730.2121	13845	Henry G. Meigs, LLC	06/20/18					
730.2121	13845	Henry G. Meigs, LLC	06/30/18	PV	469102	07/30	40,218.78	A
730.2121	13845	Henry G. Meigs, LLC	06/30/18	PV	469346	07/30	19,158.00	A
730.2121	13845	Henry G. Meigs, LLC	06/30/18	PV	469346	07/30	71,464.92	A
730.2121	13845	Henry G. Meigs, LLC	06/30/18	PV	469346	07/30	81,043.92	A
730.2121	13845	Henry G. Meigs, LLC	06/30/18	PV	469346	07/30	66,517.32	P
730.2121	15356	E.H. Wolf & Sons Inc.	07/09/18	PV	469543	07/30	17,605.64	P
730.2121	20252	Truck Country of Wisc	07/10/18	PV	469206	07/30	164,713.00	P
730.2121	23242	Mid-State Equipment, Inc	07/11/18	PV	469614	07/30	81,087.62	P
730.2121	23242	Mid-State Equipment, Inc	07/11/18	PV	469956	07/30	15,100.56	P
730.2121	40879	Potters Industries Inc.	06/08/18	PV	469094	07/30	12,320.00	P
730.2121	40879	Potters Industries Inc.	07/16/18	PV	470063	07/30	42,253.16	P
730.2121	42205	Bond Trust Services Corporation	07/26/18	PV	469834	07/30	12,825.00	P
730.2121	42205	Bond Trust Services Corporation	07/26/18	PV	469835	07/30	285,000.00	P
730.2121	42205	Bond Trust Services Corporation	07/26/18	PV	469836	07/30	12,825.00	P
730.2121	42205	Bond Trust Services Corporation	07/26/18	PV	469837	07/30	10,000.00	P
730.2121	48577	FABICK CAT	06/21/18	PV	469115	07/30	10,125.59	P
730.2121	48577	FABICK CAT	06/29/18	PV	469167	07/30	20,500.00	P
730.2121	50791	Ennis Paint Inc	06/22/18	PV	469095	07/30	20,812.00	P
730.2121	50791	Ennis Paint Inc	07/16/18	PV	470062	07/30	20,812.00	P

HIGHWAY AND AIRPORT FUND

1,003,877,49

Report to the Dodge County Board of Supervisors

Monthly Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

[illegible]

Submitted by:

Julie Kolp

Dodge County Finance Director



Enterprise Resource Planning (ERP) Project Publication



Volume #25

August 3, 2018

Chart of Accounts (COA) Second Pass

The Dodge County ERP Project Team has received the first pass error report from the Tyler Munis Conversion Team.

The Munis Project Managers were pleased with Dodge County's error report and commented that the error report was minimal and easily corrected.

The ERP Project Team has updated the Chart of Accounts with the suggested changes and sent the COA back to the Tyler Munis Conversion Team for a second pass.

After validation of the COA, there will be a scheduled review with the departments.

The ERP Project Team has Begun the Process of Adding Dodge County Data to the Train/Test Tyler Munis Database

In previous ERP Project sessions the ERP Project Team has tested and learned about the Munis ERP System with fictitious data that was generated by the Tyler Munis Implementation Consultants. The fictitious data gave the team a glimpse of the system functionality and generated thoughts of what the County can accomplish in the future.

In July the Project Team began adding Dodge County data to the Tyler Munis ERP system. The team is now able to test and learn how the system works with data that is relevant to Dodge County.

After testing is completed in the Train/Test Database and the team is assured that the system will work as needed, the team will begin updating the Tyler Munis Production Database. The Production database is the final product that the Dodge County team will work in after implementation.

Potential Policy & Procedure Changes/Updates

The Policy & Procedure changes/updates listed below are currently being discussed by the ERP Project Team. The final decision is awaiting further feedback and dialogue. If you would like to learn more about a potential change/update or have input to help with the decisions please reach out to the ERP Project Team

- Vendors will use Munis Vendor Self Serve to register as a Dodge County Vendor
- Procurement Policy - The Purchasing Agents electronic signature will be on the Dodge County Purchase Orders
- Budget Policy - The budget will be maintained at line item
- Procurement Policy - All services and materials will require a requisition in Munis
- Procurement Policy - Purchases of \$5,000 - \$49,999 will have workflow in Munis that includes a Purchasing Agent review
- Accounts Payable Policy - All vendors are required to have a valid W9 on file
- Accounts Payable Policy - Decentralized invoice entry will be utilized

Chart of Accounts Segment #2 FUNCTION

Each month a different COA Segment will be highlighted

Definition:

Functions: Group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

The function segment is a two-digit value that identifies the function type.

The function classifications follow the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Blue Book.

10	General Government
20	Public Safety
30	Highways and Streets
40	Health and Welfare
50	Culture - Recreation
60	Conservation
70	Debt Service
80	Intergovernmental
90	Other Financing Uses (in reference to Expenditures)

See the Chart of Accounts example below for the Public Health Department's Adult Health Services account .

FUND	FUNCTION	DEPT.	DIVISION	PROGRAM	LOCATION
124	40	96	9610	40005	00
HUMAN SERVICES FUND	HEALTH & WELFARE	PUBLIC HEALTH	PUBLIC HEALTH ADMIN	ADULT HEALTH SERVICES	

10. General government is charged with all expenditures for the legislative and judicial branches of a government. It also is charged with expenditures made by the chief executive officer and other top-level auxiliary and staff agencies in the administrative branch of the government. The accounts are subdivided into three groups: legislative, judicial, and executive.

20. Public safety, a major function of government, has as its objective the protection of persons and property. The major sub-functions under public safety are police protection, fire protection, protective inspection, and correction.

30. Highways and streets includes accounts for recording expenditures for roadways and walkways, according to the type of facility involved. Roadways and walkways in parks are not charged to this account, but to appropriate accounts under the function of culture-recreation (450).

40. Health, a major function of government, includes all activities involved in the conservation and improvement of public health. **Welfare**, a major function of government, includes all activities designed to provide public assistance and institutional care for individuals economically unable to provide essential needs for themselves.

50. Culture-recreation, a major function of government, includes all cultural and recreational activities maintained for the benefit of residents and visitors.

60. Conservation, a major function of government, includes activities designed to conserve and develop such natural resources as water, soil, forests, and minerals.

70. Debt service includes interest and principal payments on general long-term debt.

80. Intergovernmental expenditures includes expenditures made by one level or unit of government to another government in support of government activities administered by the recipient unit. Excluded from this classification are matching employer contributions by a government to a pension or retirement system administered by another government. Such contributions should be allocated to the specific functions in which employees are compensated.

90. Other financing uses include financial outflows classified separately from expenditures.

August 2018

Su	Mo	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
		Accounts Payable System Design Validation Testing (All Day)	Purchasing System Design Validation Testing (AM) Contract Management System Design Validation Testing (PM)	General Ledger System Design Validation Testing (AM) Budget System Design Validation Testing (PM)		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Activity Accounting (Student Activity) System Design Validation Testing (All Day)	Employee Expense System Design Validation Testing (All Day)	Capital Assets System Design Validation Testing (All Day)		
19	20	21	22	23	24	25
26	27	28	29	30	31	1
		Kronos Import Testing (All Day)	Kronos Import Testing (All Day)	Kronos Import Testing (All Day)	Kronos Import Testing (AM)	

RESOLUTION NO. 18-17

Create One Position of *Clinical Care Coordinator* at Clearview

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the following position at Clearview, effective January 1, 2019:

One new, full-time, benefited position of *Clinical Care Coordinator*; and,

WHEREAS, a job description for the proposed position of *Clinical Care Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of Clearview; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Clinical Care Coordinator* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position at Clearview, effective January 1, 2019:

One new, full-time, benefited position of *Clinical Care Coordinator*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Health Facilities Committee:


Larry Bischoff


Dan Hilbert


Thomas J. Schaefer


Lisa Derr


William Hoekstra

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Clinical Care Coordinator*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$30.59 - \$39.95

JOB TITLE:	Clinical Care Coordinator	FLSA STATUS:	Exempt (TBD)
DEPARTMENT:	Nursing	REPORTS TO:	Director of Nursing Services
LOCATION:	Clearview	DATE:	DRAFT
LABOR GRADE:	TBD	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Director of Nursing Services, has clinical authority, responsibility and accountability for management of admissions and in relation to nursing care. Directs Quality Assurance and Performance Improvement within the organization and coordinates staff education/in-services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Reviews pre-admission screenings with Admission Coordinator and Unit Managers in a timely manner.
2. May do an onsite assessment prior to admission of potential residents with complex medical needs.
3. Assesses for specific nursing/medical needs, including equipment needed, medications and obtains cost for medications that are more expensive including payment method for these medications/equipment and discusses with the Financial Department and DON for admission approval..
4. Facilitates prior authorization in conjunction with Admissions Coordinator, and Financial Department.
5. Makes the clinical decision whether Clearview can meet the needs of the resident, and provides comprehensive information to the interdisciplinary team prior to admission with written communication (medical screen/ 48 hour care plan) as well as verbally. Coordinates care needs with Central Supply.
6. Ensures that admission processes are in full compliance with county, state and federal regulations.
7. Understands the Medicare requirements in relation to the admission process.
8. Supervises clinical care of residents, assuring optimal nursing care and compliance with standards.
9. Responsible to work as RN Supervisor, Team Leader in staffing emergencies.
10. May serve as Designated Director of Nursing or Designated Assistant Director of Nursing.
11. Observes and evaluates nursing care while completing surveillance rounding.
12. Assists with mediations of conflict resolution between individuals and groups.
13. Conducts, attends and/or participates in nursing and facility meetings.
14. Responsible to lead and direct for facility quality assurance performance improvement projects.
15. Coordinates in-services and staff education.
16. Serves as chairperson of Quality of Life.
17. Attends all mandatory in-services.
18. Represents Clearview in a positive and professional manner at all times at work.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of nursing care processes and nursing management processes.
 Knowledge of all applicable state/federal standards relating to the position.
 Knowledge of leadership, management and supervisory theory, practices and procedures.
 Ability to communicate effectively with residents, families, physicians, community contacts, and other interested consumers.
 Ability to establish and maintain effective working relationships.
 Ability to plan, direct, supervise and review work of professional, technical and office staff.
 Ability to perform a variety of nursing procedures safely and competently.
 Knowledge of and ability to comply with policies and procedures.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Four (4) year BSN degree from recognized school of nursing preferred with experience in restorative, psychiatric or geriatric nursing; licensure as Registered Professional Nurse in Wisconsin, and three (3) years prior nursing and supervisory experience. A combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. C.P.R certification required

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

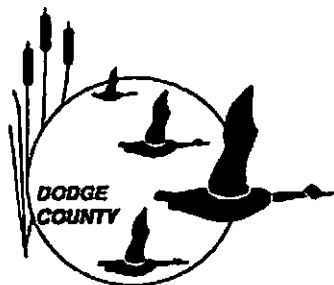
EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

◆ ADMINISTRATION
(920) 386-3501
FAX: (920) 386-4011

◆ AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

◆ ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE
(920) 386-3750
FAX: (920) 386-3245

◆ ALCOHOL & DRUG ABUSE
(920) 386-4094
FAX: (920) 386-3812

◆ CHILD WELFARE &
JUVENILE JUSTICE
(920) 386-3750
FAX: (920) 386-3533

◆ COMMUNITY SUPPORT
PROGRAM & COMPREHENSIVE
COMMUNITY SERVICES
(920) 386-4094
FAX: (920) 386-3812

◆ ECONOMIC SUPPORT
(920) 386-3760
FAX: (920) 386-4012

◆ MENTAL HEALTH
(920) 386-4094
FAX: (920) 386-3812

◆ PUBLIC HEALTH
(920) 386-3870
FAX: (920) 386-4011

To: Dodge County Board of Supervisors
From: Becky Bell, Human Services and Health Director BB
Date: August 9th, 2018
Re: 2019 Position Requests

Human Services is experiencing financial stability. That stability is credited to the many, many efforts this department has undergone within the last 1 ½ years. At the end of 2017, we returned 1.4 million dollars to the General Fund. Based upon an analysis of revenues and expenditures through the first six months of 2018, and looking ahead towards the remainder of 2018, the department is projected to return funds to the General Fund at year end. These efforts are due, in large part, to an analysis of how the Human Services and Health Department was conducting business. Key management staff are looking at trends: How is the Department spending money, what does the Department need to spend money on, how can Human Services staff serve individuals differently but at the same time ensuring safety? What are the needs of children in Dodge County? How are the services that the Department is providing meeting those needs? How have the needs changed over time. These are questions that have been asked and answered and the agency found that by providing services under a different philosophy, staff is providing better services for individuals while maximizing our resources. Some of the areas the Department has made improvements includes group home placements, inpatient hospitalizations, increasing revenue by taking a deep dive into ensuring all documented efforts are billed to appropriate insurance carriers, and ending or changing contracts to shift money into services that can have a greater impact on the residents of Dodge County.

In August of 2016, Dodge County Human Services and Health Department was funding, through county levy, 36 adults with severe and persistent mental illness in group homes. Through efforts to better case manage those individuals there are only 16 individuals who are in a group home level of care. In early 2017, an individual who had been placed in a group home for 20 years secured an apartment. That person now lives independently, with services through Kim Kunz's unit. This person reports they are happy living independently, are gainfully employed, and rely on us less and less for support. This example is just one of many success stories for individuals living in the community who have been given the opportunity to move forward with their life goals as a result Human Services efforts to provide services differently. These individuals are often serviced through the Comprehensive Community Support (CCS) Program.

At the beginning of this year, the agency developed a one point of contact for all child referrals for mental health services. These children are screened to look at the totality of needs and then fitting them into a program that can best address their needs for long term successful family functioning. One program that can accomplish that is the Comprehensive Community Support Program. This program has seen a huge increase in the number of individuals who are in need of psychosocial rehabilitation. Services are offered to individuals to assist in managing their mental health diagnosis. Historically, Dodge County has contracted for these services through entities such as Lutheran Social Services for Service Facilitation and other contracted providers for in home therapy.

Unfortunately, there are only so many providers within Dodge County and the surrounding area. As a result, Human Services is finding it increasingly difficult to meet the therapy needs of our consumers. The resolution before you tonight regarding the Comprehensive Community Support (CCS) Therapist is the Department's effort to rectify this situation. You will note the position is projected to be fully funded through Medical Assistance reimbursements.

Before you tonight is a spreadsheet of charges for inpatient care and crisis intervention revenues from 2015 through 2017. I would like to note that these two areas have also seen a dramatic change in philosophy. Charges for Winnebago Mental Health Institute (WMHI), at the counties expense, in 2015, was a net result of \$920,757 and in 2017, the expenses were decreased to a net result of \$360,956. Please understand that this does not mean that individuals who required inpatient hospitalization did not receive hospitalizations. What it reflects is a better understanding of how to maximize resources while providing these services at the cost of the individual's insurance benefit. Winnebago Mental Health Institute is often over census, they lack the resources to best serve our residents, and they are designed to be the facility of last resort. Winnebago Mental Health Institute plays an important role in inpatient mental health in the State of Wisconsin but Dodge County, in the past, had a tendency to place individuals at Winnebago Mental Health Institute the vast majority of the time without looking at other avenues.

Crisis intervention services also has realized a tremendous increase in revenue over the course of 2015 to 2017. This again is based on a better understanding of what is billable and making sure that crisis intervention staff have documented efforts for Medical Assistance reimbursement. The Department seen a tremendous increase in crisis contacts for Dodge County residents throughout the last couple of years. There is a chart attached to this memo highlighting the significant increase. It is increasingly difficult to manage these individuals. Our department needs to do a better job in providing follow up and linkage services to lessen the likelihood of readmission into the hospital. The Department needs a dedicated individual to manage our crisis intervention program to ensure compliance with the rules and regulations of Chapter 51 and administrative code, DHS 34, our certified crisis intervention program rule, which enables us to bill for our services.

Human Services and Health Department also has a resolution for an Economic Support Supervisor. It is important to note that the Economic Support Unit has a staff of 18 individuals which Amy Beranek currently oversees. The oversight of this volume of employees is challenging at best. Human Services is part of the Capital Consortia. The agency is required to maintain a Maintenance Of Effort (MOE) meaning our department is required to put county levy into the Economic Support services. Earlier this year key management staff discovered Human Services is not meeting the required Maintenance of Effort. This results in Dodge County spending more county levy then is necessary. Through our contract, the agency fully anticipates that Dodge County will be able to be reimbursed the cost of adding a supervisor. Additionally, Human Services fully anticipating an increase in funding through our contract with the State. Unfortunately, the exact amount is unknown at this time. Human Services doesn't believe that adding this position will add an additional responsibility to our county levy. The Economic Support Unit also anticipate many, many changes to policies in 2019 which will increase workloads.

The Department also has resolutions within the Child and Family Unit. Over the course of the last year, key management staff has taken a look at trends, current needs, and the result of that analysis is that individuals entering into our Child Protective Services (CPS) and Youth Justice (YJ) units have vastly

different needs than they had even 5 years ago. Over 80% of parents who have children in out of home care are dealing with a drug or alcohol problem. Once a child is placed in out of home care, the agency is responsible for coming up with a plan for reunifying the family. The plan for reunifying a family often includes parent/child visitations. The State of Wisconsin has standards set forth for these visits. It is best practice for parents to see a child under the age of 5, three to five times per week in order to maintain a healthy bond. Ninety percent of children Human Services is providing supervised visits to are for children under the age of 5. At this time, the department is only able to provide these families one supervised visit per week. Part of the reason Human Services is asking for positions within this unit is to increase the number of supervised visits Human Services staff can provide families. Currently the department has a contract with Lutheran Social Services for these services. The Department contracts for two employees at a cost to the county of \$274,000. If Human Services bring these positions in house, Dodge County would realize a significant cost saving and management staff would have more local control over the employee's schedules and performance measures. Parenting Skills Groups are also a vital part of the services the Department wants to expand in the Child Protective Services Unit. Human Services applied for funding through Greater Watertown Area Foundation to purchase the Incredible Years, an evidence based parenting curriculum. By providing group services staff will have the capacity to reach more families and create the biggest impact for change.

Our Initial Intake Unit, supervised by Mark Bebel, conducts child abuse investigations. Mark has the responsibility of screening all referrals to ensure the situation meets the statutory guideline for abuse or neglect prior to opening the case up for investigation. In 2015, the Child Protective Services Unit received 743 referrals and 272 referrals were screened in for an investigation, leaving 471 referrals as screened out. In 2017, the Child Protective Services Unit received 845 referrals and 261 referrals were screened in for an investigation, leaving 584 referrals as screened out. Dodge County applied for and was granted the ability to provide Alternative Response to CPS Investigations. What this means is that how a social worker conducts these eligible investigations are vastly different from the traditional investigation process. These investigations are more transparent. Social Workers engage the parents from the onset of the referral, recognizing the parents are the experts of their children. The result is often that parents feel less threatened. As a part of Alternative Response, the state has the expectation that an Alternative Response County will have a Community Response effort within Child Protective Services. This Community Response is designed to take a look at the screen outs for an investigation and reach out to the family to offer services. If a family is referred to our department, the family is struggling. However, at this time, the Child Protective Services Unit does not have a Community Response effort. There is a resolution for a CPS Prevention Social Worker and Social Services Aide before you tonight to meet that definition. Through conversations with the Greater Watertown Area Foundation, they have a commitment to prevention and early intervention with child and families. Human Services has submitted a grant proposal to this organization requesting funding for three years for the Child Protective Services Prevention Social Worker position with the understanding that at the end of that 3 year period, Dodge County would be willing to continue to fund the position if the goals and objectives that we define can be met; justifying the need for this service in Dodge County. Human Services is confident the request for funding for 3 years will be awarded. Brown County Human Services offers a similar program. In speaking with Brown County, management staff reported that in a three year period, the agency was able to serve 400 families with prevention services and their results were astonishing. Of those 400 families, 92% of them never entered into the Child Protective Services unit for services.

Which brings us to youth justice and truancy. Truancy of young children is an ever increasing problem in Dodge County. In the school year of 2015-2016, this agency received 6 referrals for truancy of children under the age of 10. In the school year of 2017 to 2018, this agency received 20 truancy referrals of children under the age of 10. Many things are known about truancy at that age. First, this is a reflection of something other than the child does not want to go to school. It is a reflection that the family unit is not functioning at its optimum level. Children who are truant at this age fall behind in learning and children with habitual truancy problems are almost eight times more likely to drop out of high school. Which brings me to the resolutions Youth Justice Services Prevention Social Worker and Social Services aide resolutions. Human Services would like to create these positions in an effort to help these struggling families find the resources they need to order to improve functioning and more importantly design services around the child to get them to school to increase the likelihood of success.

Human Services also has a resolution creating positions of Social Worker – Community Services and Social Services Aide, Restitution and Independent Living. Human Services currently offers these programs however, our agency would like to expand these services to offer alternatives to more restrictive sanctions for youth by ordering community services as a consequence for breaking the law. Additionally, these positions would be responsible for the youth within these programs and for expanding the pool of community services resources in Dodge County. Additionally, the Child Protective Services Unit is experiencing youth who are aging out of our system who are not equipped with the skills necessary for independent living. This position would be responsible for actively engaging children in services which will more successfully launch them into adulthood.

Lastly, before you tonight is a breakdown of the positions and the fiscal impact on the department in 2019. I can confidently say that these positions round out the Department's vision and change in philosophical approach to design programs that can best meet the needs of Dodge County residents and will have the greatest impact on more lives.

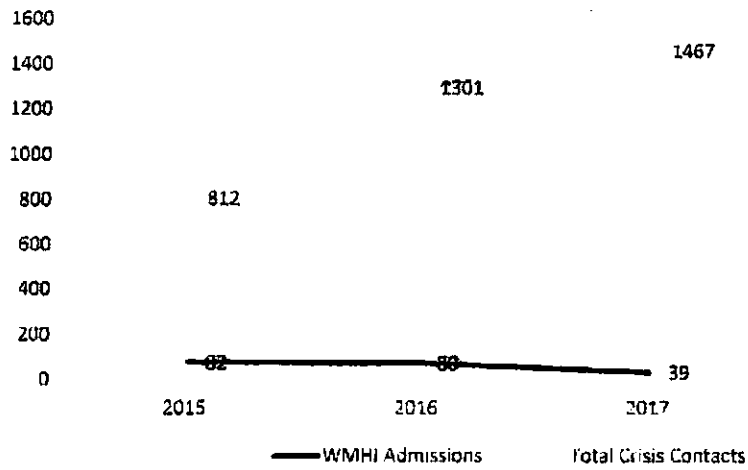
Dodge County Human Services and Health Department

IMD	<u>2015</u>	<u>2016</u>	<u>2017</u>
<u>Charges</u>			
Mendota	73,786.00	72,130.00	46,288.00
Winnebago	1,508,622.00	1,270,952.00	706,239.00
DD Centers	125,044.22	152,872.48	-
<u>Reimbursements</u>			
Mendota	(122,171.95)	(50,325.60)	(53,917.07)
Winnebago	(664,523.13)	(733,789.02)	(337,653.31)
DD Centers	-	-	-
Net Expenditure	<u>920,757.14</u>	<u>711,839.86</u>	<u>360,956.62</u>

Crisis	<u>2015</u>	<u>2016</u>	<u>2017</u>
<u>Charges</u>			
Staff/Office Costs	199,494.30	143,918.61	155,148.77
Contracted After Hours	45,471.05	171,385.45	174,860.57
<u>Reimbursements</u>			
All Insurance	(41,867.27)	(91,359.57)	
Private Insurance	not available	not available	(16,760.50)
Medicaid	not available	not available	(111,377.11)
Net Expenditure	<u>203,098.08</u>	<u>223,944.49</u>	<u>201,871.73</u>

Total funding allocated to LSS group home in Beaver Dam for 2018 budget =	\$349,000
Additional savings by ending LSS Parent Support Worker contracts =	<u>\$274,000</u>
	\$623,000
 Total cost of positions requested above	 \$559,080
Additional \$75,000 to contract with ACC for one CBRF bed (sanctions)	+\$75,000
Minus potential grant funding for one SW	- \$73,094
Minus anticipated revenue CCS MA level position	- \$71,559
<u>Minus anticipated revenue from Crisis position at 60% productivity</u>	<u>- \$65,170</u>
Difference	\$424,257
 Savings – cost with additional revenue figured in	 \$198,743
Cost – cost without additional revenue figured in	-\$11,080

**Winnebago Mental Health Institute (WMHI)
Admissions: 2015-2017**



RESOLUTION NO. 18-18

Create One Position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program*; and,

WHEREAS, a job description for the proposed position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

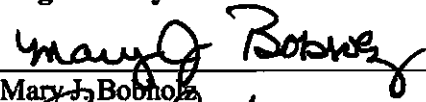
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

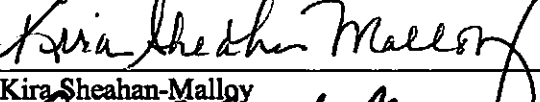
One new, full-time, benefited position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program*.


All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz


Becky Glewen



Kira Sheahan-Mallory



David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Psychiatric Therapist II –Community Support Program (CSP) and Comprehensive Community Services (CCS) Program	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor – CSP/CCSP
LOCATION:	Henry Dodge Office Building	DATE:	February 26, 1999
LABOR GRADE:	Dodge County Nine (9)	REVISED:	4/5/10; 1/1/2013

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with chronic mental illness.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collaborates with other members of the CSP and CCS teams, including the consumer, family members, service provider staff and guardian, if applicable, to develop consumer treatment goals and plans based on assessment, evaluation, and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services, if indicated. Evaluates consumer's progress, referring for additional evaluation or alternative treatment if indicated.
3. Monitors medication compliance by observing consumer taking medication (may deliver single unit dose or prepared medication packages), checks to see if medications are being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reporting these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and/or group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem-solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services, and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committee, as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
13. Advocates on behalf of consumers to assure their needs are met appropriately and in timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
14. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
15. Conducts and/or designs groups as agreed upon with team.
16. Attends CSP and CCS staff meetings.
17. Provides individual, group or family psychotherapy services as needed.
18. Provides consultative services to other agency staff as needed.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psychosocial assessments and diagnostic criteria.
 Knowledge of chronic mental illness and treatment methods.
 Knowledge of community support and comprehensive community services programs.
 Knowledge of therapy and crisis intervention techniques.
 Knowledge of protective payee responsibilities.
 Knowledge of computer technology as related to job responsibilities.
 Ability to communicate effectively.
 Ability to maintain confidentiality.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE	
Master's degree in social work, psychology, counseling or related field, <u>and</u> 3,000 hours supervised clinical experience, half of which must be with chronic mentally ill adults, or 1,500 hours in a community support program, and/or Certification for Medical Assistance billing.	
WORKING CONDITIONS	
Office and field working environment. Potential of work in adverse interpersonal situations and hazardous home environments.	
PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
<small>The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).</small> <small>THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.</small>	

RESOLUTION NO. 18-19

Create One Position of *Crisis Coordinator* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Crisis Coordinator*; and,

WHEREAS, a job description for the proposed position of *Crisis Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

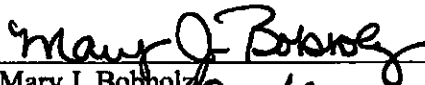
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Crisis Coordinator* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

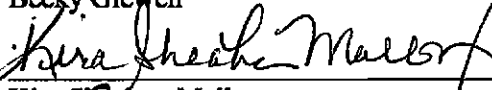
One new, full-time, benefited position of *Crisis Coordinator*.

All of which is respectfully submitted this 21st day of August, 2018.


Dodge County Human Services and Health Board:


Mary J. Bobholz

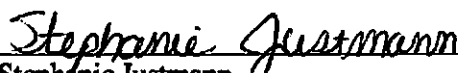

Becky Glewen


Kira Sheehan-Malloy

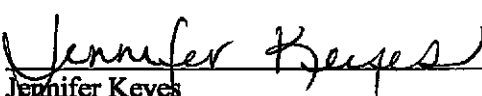

David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Crisis Coordinator*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$30.59 - \$39.95

JOB TITLE:	Crisis Coordinator	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Clinical Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Ten (10)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Clinical Services Supervisor, coordinates and provides direct supervision of all crisis services for the Clinical Services Unit. Provides direct supervision of crisis workers to ensure services are in accordance with DHS 34 & 51 state guidelines. Provides on-site, phone, and mobile crisis services and walk-in emergency assessment. Facilitates placements in out-of-home settings, monitors status of placements, and facilitates discharge and linkage with ongoing services. Ensures the monitoring of all Chapter 51 settlement and commitments orders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides training and direct supervision of Psychiatric Therapist II – Clinical Services Intake Workers (crisis workers).
2. Approves work schedules, vacation and other time off requests for crisis workers to assure adequate coverage within the unit.
3. Conducts crisis/psychosocial assessments and makes appropriate referrals for services.
4. Provides and coordinates with crisis workers all crisis contacts, follow-up and linkage, mobile services, crisis planning, and other direct crisis services. Assigns cases to crisis workers for follow-up and linkage.
5. Provides on-site mobile crisis assessment and intervention services as needed.
6. Ensures the monitoring of all Chapter 51 settlement and commitment orders are occurring according to agency expectations.
7. Maintains all crisis statistical information for ongoing program monitoring and development, state reporting, and grant reporting as applicable.
8. Monitors crisis placements and expenses on an ongoing basis, and provides information and updates to the Human Services Supervisor – Clinical Services as requested.
9. Completes required agency forms and paperwork in an accurate and timely manner for documentation and billing purposes.
10. Serves as a liaison with all community stakeholders as it relates to crisis services including community hospitals, law enforcement, detox facilities, residential facilities, crisis stabilization and other acute care programs.
11. Coordinates services within other units of the Human Services and Health Department, and other county departments as needed.
12. Works collaboratively with Dodge County Corporation Counsel as it relates to settlement/commitment orders or other crisis-related cases.
13. Evaluates crisis services in coordination with the Human Services Supervisor – Clinical Services. Makes recommendations for changes and improvements to policy, process and programs.
14. Provides consultative services to other agency staff on an as needed basis.
15. Provides information and testimony in court hearings relating to clients as requested, or through subpoena.
16. Attends ongoing continuing education training as recommended by supervisor and to maintain licensure.
17. Completes ongoing evaluation of crisis workers and makes recommendations for hiring, discipline, promotion, transfer or other employee-related performance matters.
17. Regular attendance and punctuality required.
18. Performs related duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of mental health, substance abuse and crisis assessment, diagnosis and treatment.

Working knowledge of client rights, confidentiality, standards of practice and ethics in outpatient and crisis services.

Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 35, 48, 51, 55, 75, 92 & 94.

Working knowledge of local and state-wide community agencies and their programs.

Knowledge of agency policies and procedures.

Ability to assess client needs, determine realistic goals and develop effective crisis responses and plans.

Ability to work with clients and families experiencing complex problems and stressors.

Ability to work cooperatively with and communicate effectively with others, including other units and community partners.

Ability to work independently to establish program objectives and maintain schedules.

Knowledge of supervisory practices including, but not limited to, personnel supervision, program development and monitoring.

Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field and 3000 hours supervised clinical experience, and/or Medical Assistance certification for billing. Wisconsin State Licensed as an Independent Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor licensure and/or substance abuse education/experience preferred.

WORKING CONDITIONS

Office and community emergency assessment. Work in a fast-paced environment with the potential for adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**FOR HUMAN RESOURCE USE****EMPLOYEE SIGNATURE:****ANALYST(S):****DATE:****DATE:****SUPERVISOR SIGNATURE:****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-20

**Create One Position of *Human Services Supervisor – Economic Support*
in the Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Human Services Supervisor – Economic Support*; and,

WHEREAS, a job description for the proposed position of *Human Services Supervisor – Economic Support* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Human Services Supervisor – Economic Support* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:


One new, full-time, benefited position of *Human Services Supervisor – Economic Support*.

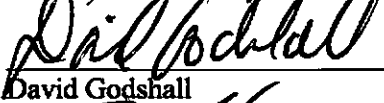
All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobbelz

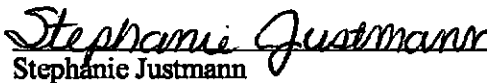

Becky Glewen


Kara Sheahan-Malloy

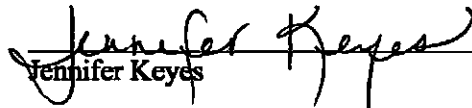

David Godshall


Timothy J. Kefmml

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Human Services Supervisor – Economic Support*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Human Services Supervisor – Economic Support	FLSA STATUS:	Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Division Manager
LOCATION:	Henry Dodge Office Building	DATE:	April 19, 1996
LABOR GRADE:	Dodge County Nine (9)	REVISED:	3/17/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Division Manager, supervises, trains, and monitors Economic Support staff who administer County/State/Federal entitlement programs. Represents the Department's interests at various venues.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares annual comprehensive plan for Economic Support programs and services.
2. Establishes priorities and objectives for review and approval of Division Manager.
3. Evaluates/recommends short, intermediate, and long term plans.
4. Prepares progress reports as required.
5. Recommends hiring, promotion, discipline, and discharge of assigned staff.
6. Ensures compliance with Dodge County's policies and procedures.
7. Consults with interested public/official bodies in assessment of programs and in making recommendations.
8. Establishes positive relationships with organizations connected with Support programs and services.
9. Performs Targeted Case Review by examining a few cases from each Worker monthly and reporting to State.
10. Holds individual case conferences for Economic Support programs, staffing and assignment of duties.
11. Conducts weekly staff meetings with prepared agenda.
12. Makes incapacitation determinations as designee of director.
13. Interprets all manual material, general letters, regulations, and statutory changes pertaining to eligibility/policy and presents interpretation and policy decisions to staff.
14. Provides supervision of general relief program.
15. Coordinates Wisconsin Home Energy Assistance Program and monitors contractor.
16. Supervises child day care program, develops/maintains waiting lists, and surveys average daily care costs (annually).
17. Develops new policy/procedure and interprets statute changes in partnership with Division Manager and Director.
18. Monitors performance of Capital Consortium Call Center and maintains mandated coverage on a daily basis.
19. Coordinates activities/communications between Economic Support Unit, other units in the Department, IT, child support, Energy Services, Fraud/FEV Program (Office of Inspector General), and state departments of Health Services and Children and Families.
20. Attempts to calm/solve problems of irritated clients.
21. Disseminates general and specific information to public and clients.
22. Attends regular meetings of Error Reduction work group, Training committees, regional Economic Support meetings, the Income Maintenance Policy Advisory Committee and Income Maintenance Advisory Committee.
23. Approves nursing home cases enrolled by new staff as needed.
24. Develops, promotes, and monitors new programs to capture additional funding to address county economic support needs.
25. Oversees Front End Verification Program, with Director, writes FEV/Fraud Plan annually.
26. Maintains statistical records for use of Director.
27. Acts as agency representative when necessary.
28. Trains/monitors staff on state computer system.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of public assistance programs, policies, and procedures.
Knowledge of supervisory procedures and practices, including but not limited to, fiscal/budget monitoring, planning personnel supervision, program development and monitoring.
Working knowledge of personnel management.
Working knowledge of financial and statistical record keeping methods.
Knowledge of federal, state and local legislation regulation Economic Support service programs.
Ability to plan, schedule, and direct work of professional/support personnel.
Ability to deal effectively with general public, government officials and employees.
Ability to communicate effectively with large/small groups and individuals.
Ability to work independently to establish objectives and maintain schedules.
Ability to establish and meet program goals.
Ability to implement policies/directives of Human Services and Health Committee and its Director.
Ability to maintain confidentiality.
Ability to perform mathematical calculations for accurate records keeping and preparation of reports.
Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE	
Four (4) year degree in psychology, social work, rehabilitation, special education, hospital administration, or related field and five (5) years progressively responsible experience in relevant field, with at least two (2) of those years in a supervisor position. Equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities may be considered.	
WORKING CONDITIONS	
Office working environment. Constant interruptions. Nearly constant time pressure. Some adverse interpersonal situations.	
PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-21

Create One Position of *Social Worker I, II, or Senior - Community Services* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Worker I, II, or Senior - Community Services*; and,

WHEREAS, a job description for the proposed position of *Social Worker I, II, or Senior - Community Services* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

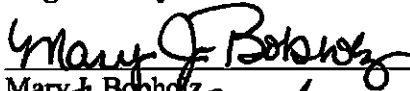
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Worker I, II, or Senior - Community Services* during calendar year 2019;

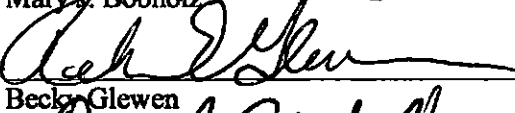
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Worker I, II, or Senior - Community Services*.

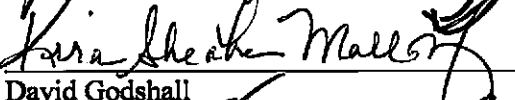
All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz

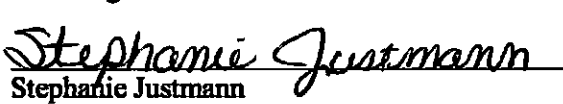

Becky Glewen


Kira Sheahan-Malloy


David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Worker I, II, or Senior - Community Services*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.24 - \$29.05

JOB TITLE:	Social Worker I – Community Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Human Services Supervisor, coordinates and provides services to persons and families in need of Independent Living and Community Service/Restitution services. Makes recommendations for administrative decision. Assesses client psychosocial needs and develops plans of care; makes referrals for additional services; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS or YJ social worker regarding needs, progress, barriers, etc.,
3. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
4. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to assigned social workers immediately for safety planning and intervention as needed.
5. Provides case planning/case management services, including maintaining collateral contact and updating information.
6. Provides or assists in arranging transportation as needed.
7. Attends permanency plan hearings, administrative reviews, permanency roundtables, court hearings, and other meetings as needed to facilitate exchange of information and collaboration.
8. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
9. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

Independent Living Program

1. Develops and coordinates provision of required Independent Living Program Services for youth 14 and older who are in out-of-home care for at least 6 months, or youth who are 15 or older when entering out-of-home care.
2. Ensures that all youth enrolled in the IL program meet criteria for involvement in the program.
3. Identifies, recruits, and collaborates with additional services and supports within the community to address needs external to the service array provided by DCHS.
4. Develops, maintains and evaluates all work sites, and develops project support within the community.
5. Provides comprehensive assessment and analysis of the youth's needs, as well as a measurable plan to address these needs. Needs may include, but are not limited to, housing, employment, skills training, money management, benefits, education, etc.
6. Plans Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals.

Community Service and Restitution

1. Develops and coordinates a community-based alternative to completing community service and restitution for youth served by DCHS and are the subject of a court order or Deferred Prosecution Agreement, and are court-ordered to complete community service hours and/or restitution payments.
2. Identifies, recruits, and collaborates with additional potential community service agencies to expand service opportunities available to youth in Dodge County for this purpose.
3. Receives and screens referrals to ensure that all youth meet the criteria for involvement in the program and that offenders are aware of the concept and purpose of the community service/restitution program and the conditions for involvement in the program.
4. Supervises youth at community service placements to assure work is completed appropriately and thoroughly.
5. Monitors relationships between youth and placement staff for duration of placement.
6. Finalizes, records, and updates the terms of all restitution agreements.
7. Accurately accounts for payments received and disbursed under restitution agreements.
8. Coordinating with families to set up schedules, coordinate transportation, etc.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$24.34 - \$31.78

JOB TITLE:	Social Worker II – Community Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Human Services Supervisor, coordinates and provides services to persons and families in need of Independent Living and Community Service/Restitution services. Makes recommendations for administrative decision. Assesses client psychosocial needs and develops plans of care; makes referrals for additional services; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS or YJ social worker regarding needs, progress, barriers, etc.,
3. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
4. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to assigned social workers immediately for safety planning and intervention as needed.
5. Provides case planning/case management services, including maintaining collateral contact and updating information.
6. Provides or assists in arranging transportation as needed.
7. Attends permanency plan hearings, administrative reviews, permanency roundtables, court hearings, and other meetings as needed to facilitate exchange of information and collaboration.
8. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
9. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

Independent Living Program

1. Develops and coordinates provision of required Independent Living Program Services for youth 14 and older who are in out-of-home care for at least 6 months, or youth who are 15 or older when entering out-of-home care.
2. Ensures that all youth enrolled in the IL program meet criteria for involvement in the program.
3. Identifies, recruits, and collaborates with additional services and supports within the community to address needs external to the service array provided by DCHS.
4. Develops, maintains and evaluates all work sites, and develops project support within the community.
5. Provides comprehensive assessment and analysis of the youth's needs, as well as a measurable plan to address these needs. Needs may include, but are not limited to, housing, employment, skills training, money management, benefits, education, etc.
6. Plans Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals.

Community Service and Restitution

1. Develops and coordinates a community-based alternative to completing community service and restitution for youth served by DCHS and are the subject of a court order or Deferred Prosecution Agreement, and are court-ordered to complete community service hours and/or restitution payments.
2. Identifies, recruits, and collaborates with additional potential community service agencies to expand service opportunities available to youth in Dodge County for this purpose.
3. Receives and screens referrals to ensure that all youth meet the criteria for involvement in the program and that offenders are aware of the concept and purpose of the community service/restitution program and the conditions for involvement in the program.
4. Supervises youth at community service placements to assure work is completed appropriately and thoroughly.
5. Monitors relationships between youth and placement staff for duration of placement.
6. Finalizes, records, and updates the terms of all restitution agreements.
7. Accurately accounts for payments received and disbursed under restitution agreements.
8. Coordinating with families to set up schedules, coordinate transportation, etc.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.42 - \$34.51

JOB TITLE:	Senior Social Worker – Community Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Eight (8))	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, coordinates and provides services to persons and families in need of Independent Living and Community Service/Restitution services. Makes recommendations for administrative decision. Assesses client psychosocial needs and develops plans of care; makes referrals for additional services; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS or YJ social worker regarding needs, progress, barriers, etc.,
3. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
4. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to assigned social workers immediately for safety planning and intervention as needed.
5. Provides case planning/case management services, including maintaining collateral contact and updating information.
6. Provides or assists in arranging transportation as needed.
7. Attends permanency plan hearings, administrative reviews, permanency roundtables, court hearings, and other meetings as needed to facilitate exchange of information and collaboration.
8. Completes required agency/eWiSACWIS forms and paperwork, including out-of-home placements.
9. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

Independent Living Program

1. Develops and coordinates provision of required Independent Living Program Services for youth 14 and older who are in out-of-home care for at least 6 months, or youth who are 15 or older when entering out-of-home care.
2. Ensures that all youth enrolled in the IL program meet criteria for involvement in the program.
3. Identifies, recruits, and collaborates with additional services and supports within the community to address needs external to the service array provided by DCHS.
4. Develops, maintains and evaluates all work sites, and develops project support within the community.
5. Provides comprehensive assessment and analysis of the youth's needs, as well as a measurable plan to address these needs. Needs may include, but are not limited to, housing, employment, skills training, money management, benefits, education, etc.
6. Plans Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals.

Community Service and Restitution

1. Develops and coordinates a community-based alternative to completing community service and restitution for youth served by DCHS and are the subject of a court order or Deferred Prosecution Agreement, and are court-ordered to complete community service hours and/or restitution payments.
2. Identifies, recruits, and collaborates with additional potential community service agencies to expand service opportunities available to youth in Dodge County for this purpose.
3. Receives and screens referrals to ensure that all youth meet the criteria for involvement in the program and that offenders are aware of the concept and purpose of the community service/restitution program and the conditions for involvement in the program.
4. Supervises youth at community service placements to assure work is completed appropriately and thoroughly.
5. Monitors relationships between youth and placement staff for duration of placement.
6. Finalizes, records, and updates the terms of all restitution agreements.
7. Accurately accounts for payments received and disbursed under restitution agreements.
8. Coordinating with families to set up schedules, coordinate transportation, etc.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Masters degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

RESOLUTION NO. 18-22

**Create One Position of *Social Worker I, II, or Senior - Youth Justice Services Prevention*
in the Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Worker I, II, or Senior - Youth Justice Services Prevention*; and,

WHEREAS, a job description for the proposed position of *Social Worker I, II, or Senior - Youth Justice Services Prevention* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

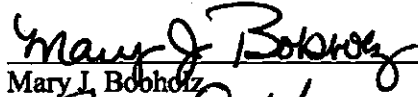
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Worker I, II, or Senior - Youth Justice Services Prevention* during calendar year 2019;

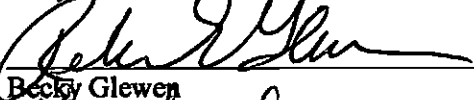
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

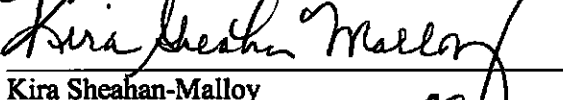
One new, full-time, benefited position of *Social Worker I, II, or Senior - Youth Justice Services Prevention*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz

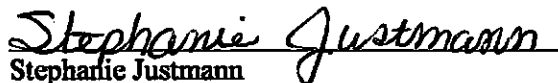

Becky Glewen

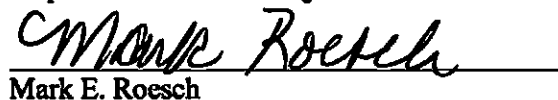

Kira Sheahan-Malloy

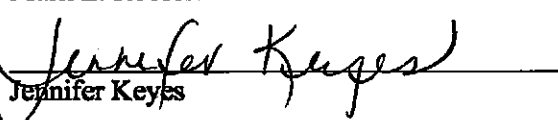

David Godshall


Timothy J. Kemmel


Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Worker I, II, or Senior - Youth Justice Services Prevention*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.24 - \$29.05

JOB TITLE:	Social Worker I – Youth Justice Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Youth Justice (YJ) who do not meet criteria for formal YJ involvement, but may have other service needs that put them at risk for further YJ involvement. Assesses child and family needs and provides options to reduce the risk of further YJ involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Assesses youth with behavior patterns that increase risk of criminal behavior or truancy referral, but do not meet criteria for formal YJ involvement at this time.
3. Works directly with these families to determine interest and motivation in receiving additional supports.
4. Provides assessment of family needs and factors contributing to high-risk behavior concerns and prior YJ referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Identifies potential resources in Dodge County, and works to expand resource pool as needed through collaboration with existing resources and community services.
11. Provides or assists in arranging transportation as needed.
12. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
13. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
14. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
15. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$24.34 - \$31.78

JOB TITLE:	Social Worker II – Youth Justice Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Youth Justice (YJ) who do not meet criteria for formal YJ involvement, but may have other service needs that put them at risk for further YJ involvement. Assesses child and family needs and provides options to reduce the risk of further YJ involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Assesses youth with behavior patterns that increase risk of criminal behavior or truancy referral, but do not meet criteria for formal YJ involvement at this time.
3. Works directly with these families to determine interest and motivation in receiving additional supports.
4. Provides assessment of family needs and factors contributing to high-risk behavior concerns and prior YJ referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Identifies potential resources in Dodge County, and works to expand resource pool as needed through collaboration with existing resources and community services.
11. Provides or assists in arranging transportation as needed.
12. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
13. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
14. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
15. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.42 - \$34.51

JOB TITLE:	Senior Social Worker – Youth Justice Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Eight (8)	REVISED:	

OVERALL PURPOSE/SUMMARY
 Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Youth Justice (YJ) who do not meet criteria for formal YJ involvement, but may have other service needs that put them at risk for further YJ involvement. Assesses child and family needs and provides options to reduce the risk of further YJ involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Assesses youth with behavior patterns that increase risk of criminal behavior or truancy referral, but do not meet criteria for formal YJ involvement at this time.
3. Works directly with these families to determine interest and motivation in receiving additional supports.
4. Provides assessment of family needs and factors contributing to high-risk behavior concerns and prior YJ referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Identifies potential resources in Dodge County, and works to expand resource pool as needed through collaboration with existing resources and community services.
11. Provides or assists in arranging transportation as needed.
12. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
13. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
14. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
15. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION
KNOWLEDGE, SKILLS, AND ABILITIES
 Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.
 Knowledge of principles/methods of social work and their application.
 Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
 Knowledge of government and the role of public welfare in providing services.
 Knowledge of community agencies and their programs.
 Knowledge of how programmatic and financial resources are made available to people in need.
 Knowledge of Dodge County policies and procedures.
 Ability to work in a variety of computer systems and learn new systems quickly.
 Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.
 Able to work independently and be self-driven.
 Able to maintain client confidentiality.
 Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.
 Demonstrated proficiency in verbal and written communication.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE
 Masters degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

WORKING CONDITIONS
 Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS
 The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).
 THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-23

**Create One Position of *Social Worker I, II, or Senior - Child Protective Services Prevention*
in the Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Worker I, II, or Senior - Child Protective Services Prevention*; and,

WHEREAS, a job description for the proposed position of *Social Worker I, II, or Senior - Child Protective Services Prevention* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Worker I, II, or Senior - Child Protective Services Prevention* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

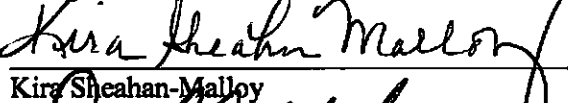
One new, full-time, benefited position of *Social Worker I, II, or Senior - Child Protective Services Prevention*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz


Becky Glewen


Kira Sheahan-Mallory

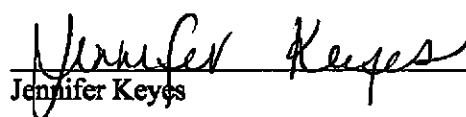

David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Worker I, II, or Senior - Child Protective Services Prevention*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.24 - \$29.05

JOB TITLE:	Social Worker I – Child Protective Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Child Protective Services (CPS) who do not meet criteria for formal CPS involvement, but may have other service needs that put them at risk for further CPS involvement. Assesses child and family needs and provides options to reduce the risk of abuse/neglect and further CPS involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP standards and all County policies and procedures.
2. Assesses reports of abuse or neglect that are "screened out" or do not meet criteria for formal CPS involvement.
3. Works directly with these families to determine interest and motivation in receiving additional supports.
4. Provides assessment of family needs and factors contributing to potential safety concerns and CPS referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Provides or assists in arranging transportation as needed.
11. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
12. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
13. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
14. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of principles/methods of social work and their application.

Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.

Knowledge of government and the role of public welfare in providing services.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$24.34 - \$31.78

JOB TITLE:	Social Worker II – Child Protective Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	RADFT
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Child Protective Services (CPS) who do not meet criteria for formal CPS involvement, but may have other service needs that put them at risk for further CPS involvement. Assesses child and family needs and provides options to reduce the risk of abuse/neglect and further CPS involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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4. Provides assessment of family needs and factors contributing to potential safety concerns and CPS referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Provides or assists in arranging transportation as needed.
11. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
12. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
13. Completes required agency/eWISACWIS forms and paperwork, including out-of-home placements.
14. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.
 Knowledge of principles/methods of social work and their application.
 Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
 Knowledge of government and the role of public welfare in providing services.
 Knowledge of community agencies and their programs.
 Knowledge of how programmatic and financial resources are made available to people in need.
 Knowledge of Dodge County policies and procedures.
 Ability to work in a variety of computer systems and learn new systems quickly.
 Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.
 Able to work independently and be self-driven.
 Able to maintain client confidentiality.
 Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.
 Demonstrated proficiency in verbal and written communication.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.42 - \$34.51

JOB TITLE:	Senior Social Worker – Child Protective Services Prevention	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Eight (8)	REVISED:	

OVERALL PURPOSE/SUMMARY
 Under the general direction of the Human Services Supervisor, provides screening and linkage services to families referred to Child Protective Services (CPS) who do not meet criteria for formal CPS involvement, but may have other service needs that put them at risk for further CPS involvement. Assesses child and family needs and provides options to reduce the risk of abuse/neglect and further CPS involvement by increasing supports and services on a voluntary basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP standards and all County policies and procedures.
2. Assesses reports of abuse or neglect that are "screened out" or do not meet criteria for formal CPS involvement.
3. Works directly with these families to determine interest and motivation in receiving additional supports.
4. Provides assessment of family needs and factors contributing to potential safety concerns and CPS referrals.
5. Works with family to determine appropriate plan to address identified needs.
6. Provides information, linkage and referrals for additional services, including both community-based formal and informal supports.
7. Provides case management services to families on a short-term basis (typically less than 6 months), including maintaining collateral contacts and updating information.
8. Promotes the safety and well-being of youth, assesses for safety of the youth in the home, and reports all safety concerns to Access Social Worker immediately.
9. Advocates for the rights of the children and families served.
10. Provides or assists in arranging transportation as needed.
11. Provides emergency juvenile court intake as needed (custody decision) and participates in agency after-hours on-call system.
12. Attends staffings, hearings, and other meetings as needed to facilitate exchange of information and collaboration.
13. Completes required agency/eWiSACWIS forms and paperwork, including out-of-home placements.
14. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION
KNOWLEDGE, SKILLS, AND ABILITIES
 Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.
 Knowledge of principles/methods of social work and their application.
 Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
 Knowledge of government and the role of public welfare in providing services.
 Knowledge of community agencies and their programs.
 Knowledge of how programmatic and financial resources are made available to people in need.
 Knowledge of Dodge County policies and procedures.
 Ability to work in a variety of computer systems and learn new systems quickly.
 Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.
 Able to work independently and be self-driven.
 Able to maintain client confidentiality.
 Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.
 Demonstrated proficiency in verbal and written communication.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE
 Masters degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in Social Work and possess a social worker certification as defined under Wisconsin State Statute 457.08 seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

WORKING CONDITIONS
 Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS
 The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).
 THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-24

Create One Position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program*; and,

WHEREAS, a job description for the proposed position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

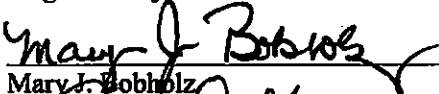
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program* during calendar year 2019;


SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program*.

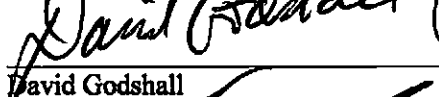
All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz

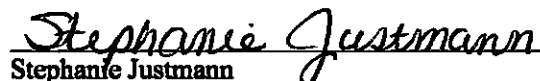

Becky Glewen

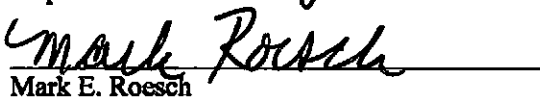

Kim Sheahan-Malloy

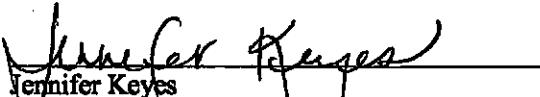

David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Services Aide I, II, or III - Community Services, Restitution and Independent Living Skills Program*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$13.89 - \$18.15

JOB TITLE:	Social Services Aide I – Community Service, Restitution and Independent Living Skills	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Two (2)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of services to youth in the Community Service/Restitution Program and the Independent Living Skills Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to Community Services Social Worker and assigned CPS or YJ social worker regarding needs, progress, barriers, etc.
3. Provides supervision and assistance to youth in the Community Service/Restitution program to assure that goals are met and services are provided appropriately.
4. Maintains and evaluations all Community Service work sites.
5. Provides for the physical safety of all youth at all Community Service work site locations, including classroom activities.
6. Conducts/facilitates Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals, which may include housing, employment, shopping and money management skills, benefits education, education options, etc.
8. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
9. Co-facilitates parenting skills groups on an as-needed basis.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and one (1) year experience providing necessary knowledge, skills, and abilities, including knowledge of the community and its resources. Equivalent combination of education and experience, which provides necessary knowledge, skills, and abilities, may be considered.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$15.98 - \$20.88

JOB TITLE:	Social Services Aide II – Community Service, Restitution and Independent Living Skills Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Three (3)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of services to youth in the Community Service/Restitution Program and the Independent Living Skills Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to Community Services Social Worker and assigned CPS or YJ social worker regarding needs, progress, barriers, etc.
3. Provides supervision and assistance to youth in the Community Service/Restitution program to assure that goals are met and services are provided appropriately.
4. Maintains and evaluations all Community Service work sites.
5. Provides for the physical safety of all youth at all Community Service work site locations, including classroom activities.
6. Conducts/facilitates Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals, which may include housing, employment, shopping and money management skills, benefits education, education options, etc.
8. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
9. Co-facilitates parenting skills groups on an as-needed basis.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and two (2) years of related work experience and a total of thirty-six (36) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$20.16 - \$26.33**

JOB TITLE:	Social Services Aide III – Community Service, Restitution and Independent Living Skills Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of services to youth in the Community Service/Restitution Program and the Independent Living Skills Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to Community Services Social Worker and assigned CPS or YJ social worker regarding needs, progress, barriers, etc.
3. Provides supervision and assistance to youth in the Community Service/Restitution program to assure that goals are met and services are provided appropriately.
4. Maintains and evaluations all Community Service work sites.
5. Provides for the physical safety of all youth at all Community Service work site locations, including classroom activities.
6. Conducts/facilitates Independent Living Skills classes.
7. Works with youth on an individual basis to address independent living skills needs and goals, which may include housing, employment, shopping and money management skills, benefits education, education options, etc.
8. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
9. Co-facilitates parenting skills groups on an as-needed basis.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and four (4) years of related work experience and a total of seventy-two (72) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

RESOLUTION NO. 18-25

Create One Position of *Social Services Aide I, II, or III - Youth Justice Services* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Services Aide I, II, or III - Youth Justice Services*; and,

WHEREAS, a job description for the proposed position of *Social Services Aide I, II, or III - Youth Justice Services* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Services Aide I, II, or III - Youth Justice Services* during calendar year 2019;

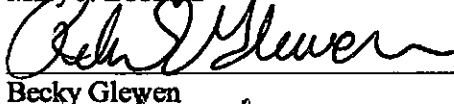
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

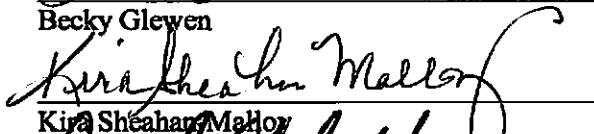
One new, full-time, benefited position of *Social Services Aide I, II, or III - Youth Justice Services*.

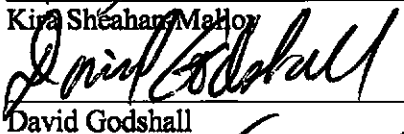
All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bobholz


Becky Glewen


Kira Sheahan Mahony

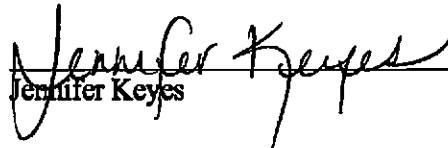

David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Services Aide I, II, or III - Youth Justice Services*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$13.89 - \$18.15

JOB TITLE:	Social Services Aide I – Youth Justice Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Two (2)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of truancy, electronic monitoring, and drug screen services to youth and families with Youth Justice Service involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned YJ social worker regarding needs, progress, barriers, etc.
3. Provides wraparound case management services to youth and families to address court-ordered services and additional service concerns contributing to YJ involvement.
4. Works with parents on an individual basis to address issues that contribute to or affect truancy and criminal behaviors from a family systems perspective.
5. Works with youth to ensure understanding requirements of court order, and encourages compliance and follow through with these requirements.
6. Provides interventions in the community and home to address and problem-solve truancy issues.
7. Provides on-site drug screen services as requested by the YJ social worker or supervisor.
8. Provides electronic monitoring services such as hooking up bracelets, random check-ins and response to violations as needed.
9. Collaborates with Community Services Social Worker on ways to address truancy through available community service options.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and one (1) year experience providing necessary knowledge, skills, and abilities, including knowledge of the community and its resources. Equivalent combination of education and experience, which provides necessary knowledge, skills, and abilities, may be considered.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$15.98 - \$20.88

JOB TITLE:	Social Services Aide II – Youth Justice Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Three (3)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of truancy, electronic monitoring, and drug screen services to youth and families with Youth Justice Service involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned YJ social worker regarding needs, progress, barriers, etc.
3. Provides wraparound case management services to youth and families to address court-ordered services and additional service concerns contributing to YJ involvement.
4. Works with parents on an individual basis to address issues that contribute to or affect truancy and criminal behaviors from a family systems perspective.
5. Works with youth to ensure understanding requirements of court order, and encourages compliance and follow through with these requirements.
6. Provides interventions in the community and home to address and problem-solve truancy issues.
7. Provides on-site drug screen services as requested by the YJ social worker or supervisor.
8. Provides electronic monitoring services such as hooking up bracelets, random check-ins and response to violations as needed.
9. Collaborates with Community Services Social Worker on ways to address truancy through available community service options.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and two (2) years of related work experience and a total of thirty-six (36) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.16 - \$26.33

JOB TITLE:	Social Services Aide III – Youth Justice Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of truancy, electronic monitoring, and drug screen services to youth and families with Youth Justice Service involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 938, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned YJ social worker regarding needs, progress, barriers, etc.
3. Provides wraparound case management services to youth and families to address court-ordered services and additional service concerns contributing to YJ involvement.
4. Works with parents on an individual basis to address issues that contribute to or affect truancy and criminal behaviors from a family systems perspective.
5. Works with youth to ensure understanding requirements of court order, and encourages compliance and follow through with these requirements.
6. Provides interventions in the community and home to address and problem-solve truancy issues.
7. Provides on-site drug screen services as requested by the YJ social worker or supervisor.
8. Provides electronic monitoring services such as hooking up bracelets, random check-ins and response to violations as needed.
9. Collaborates with Community Services Social Worker on ways to address truancy through available community service options.
10. Provides or arranges transportation for any of the above services as needed.
11. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
12. Regular attendance and punctuality required.
13. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and four (4) years of related work experience and a total of seventy-two (72) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

RESOLUTION NO. 18-26

Create One Position of *Social Services Aide I, II, or III - Child Protective Services* in the Dodge County Human Services and Health Department

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs in the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

One new, full-time, benefited position of *Social Services Aide I, II, or III - Child Protective Services*; and,

WHEREAS, a job description for the proposed position of *Social Services Aide I, II, or III - Child Protective Services* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Human Services and Health Department; and,

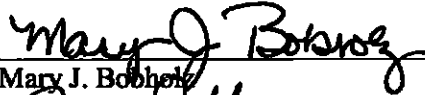
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Services Aide I, II, or III - Child Protective Services* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2019:

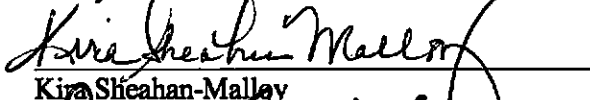
One new, full-time, benefited position of *Social Services Aide I, II, or III - Child Protective Services*.

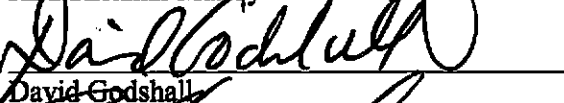
All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Human Services and Health Board:


Mary J. Bohnholz


Becky Glewen


Kira Sheahan-Mallory


David Godshall


Timothy J. Kemmel

Lois Augustson


Stephanie Justmann


Mark E. Roesch


Jennifer Keyes

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Services Aide I, II, or III - Child Protective Services*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$13.89 - \$18.15

JOB TITLE:	Social Services Aide I – Child Protective Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Two (2)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of parenting, supervised visitation, and other supportive services to youth and families with Child Protective Service involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS social worker regarding needs, progress, barriers, etc.
3. Works with parents on an individual basis to address identified parenting skills needs and concerns contributing to CPS involvement.
4. Works with parents to address and problem-solve barriers regarding housing, employment, budgeting and money management, education, needs of the child(ren), etc.
5. Facilitates or co-facilitates parenting skills groups on a regular and as-needed basis.
6. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
7. Provides or arranges transportation for any of the above services as needed.
8. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
9. Regular attendance and punctuality required.
10. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and one (1) year experience providing necessary knowledge, skills, and abilities, including knowledge of the community and its resources. Equivalent combination of education and experience, which provides necessary knowledge, skills, and abilities, may be considered.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$15.98 - \$20.88**

JOB TITLE:	Social Services Aide II – Child Protective Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Three (3)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of parenting, supervised visitation, and other supportive services to youth and families with Child Protective Service (CPS) involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS social worker regarding needs, progress, barriers, etc.
3. Works with parents on an individual basis to address identified parenting skills needs and concerns contributing to CPS involvement.
4. Works with parents to address and problem-solve barriers regarding housing, employment, budgeting and money management, education, needs of the child(ren), etc.
5. Facilitates or co-facilitates parenting skills groups on a regular and as-needed basis.
6. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
7. Provides or arranges transportation for any of the above services as needed.
8. Maintains accurate and timely case records and current computer database (eWiSACWIS) information on active cases.
9. Regular attendance and punctuality required.
10. Performs other duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and two (2) years of related work experience and a total of thirty-six (36) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.16 - \$26.33

JOB TITLE:	Social Services Aide III – Child Protective Services	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs duties related to the coordination and provision of parenting, supervised visitation, and other supportive services to youth and families with Child Protective Service (CPS) involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP standards and all County policies and procedures.
2. Provides regular updates and feedback to assigned CPS social worker regarding needs, progress, barriers, etc.
3. Works with parents on an individual basis to address identified parenting skills needs and concerns contributing to CPS involvement.
4. Works with parents to address and problem-solve barriers regarding housing, employment, budgeting and money management, education, needs of the child(ren), etc.
5. Facilitates or co-facilitates parenting skills groups on a regular and as-needed basis.
6. Provides supervised visitation services as requested by unit supervisor to assist unit with work functions.
7. Provides or arranges transportation for any of the above services as needed.
8. Maintains accurate and timely case records and current computer database (eWISACWIS) information on active cases.
9. Regular attendance and punctuality required.
10. Performs other duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of Child Protective Services (Chapter 48) and Youth Justice (Chapter 938) Systems.

Knowledge of community agencies and their programs.

Knowledge of how programmatic and financial resources are made available to people in need.

Knowledge of Dodge County policies and procedures.

Ability to work in a variety of computer systems and learn new systems quickly.

Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.

Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and public.

Able to work independently and be self-driven.

Able to maintain client confidentiality.

Ability to establish and maintain accurate, timely and complete records relating to assigned programmatic areas.

Demonstrated proficiency in verbal and written communication.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and four (4) years of related work experience and a total of seventy-two (72) credit hours of job related in-service training.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT A



DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff Scott Mittelstadt Chief Deputy

August 14, 2018

RE: Addition of Positions to the Dodge County Sheriff's Office

To the Honorable Supervisors of the Dodge County Board;

The sheriff's office has done an evaluation of staffing and as a result is requesting the addition of three new staff members to enhance safety in Dodge County. I understand that this year's budget will be difficult to add dollars for the purpose of additional staff. I feel it is important to add these positions per county board rule so that if funding can be allocated during the 2019 budget or in a later budget they will have been implemented in advance following the guidelines of the county board rules.

I would like to take a moment to explain the need and justification behind these three positions. The positions we are requesting are two deputy sheriff positions and one detective position. Below are justifications for each of them individually:

Deputy Sheriff #1: Dodge County Citizens expect that the Dodge County Sheriff's Office provide excellent high quality investigations into serious and fatal crashes. Currently the sheriff's office crash investigation team is made up of several full time staff members. These staff members take on the responsibilities of these serious crash investigations in addition to their normal patrol or detective assignments. This process has been problematic as serious crashes resulting in criminal charges require that crash team member to put in about 200-300 hours per crash to properly analyze, reconstruct and produce documentation for adequate prosecution by the district attorney's office in addition to their normal duties. It is simply no longer feasible to put this kind of stress and pressure on our staff to complete this kind of work in addition to their regular work. I am requesting one additional patrol deputy who can be assigned on a full time basis to the Crash Investigation Team. This person would lead the team and take on the majority of the work surrounding our serious crashes. As a result, the other members of the team would be freed up to return to their regular duties for the vast majority of investigations. Adding this position will also allow more time to complete adequate investigations into these crashes so that we can bring appropriate closure to families and the most appropriate charges forward as necessary. Investigating these crashes must remain a top priority as too often we find negligence, impaired driving or other criminal activity exists and drivers must be held accountable.

Deputy Sheriff #2: Dodge County has a number of rural schools that do not have school resource officers available to them. During this time of increased violence in schools, the need for additional training of educators and students on how to respond to violence is not only important, but also expected of us. We also have a need for law enforcement presence in schools to provide increased investigative services because of activity at our schools involving criminal activity, family offenses, truancy and drug and alcohol offenses.

I have had conversations with school administrators at HONOR (Herman/Neosho/Rubicon), South Beaver Dam and Hustisford School Districts and all three are eager to add a deputy into their schools. Also, while they have not committed to anything at this point, they have also all shown interest in potentially helping to offset the cost of a school resource deputy if approved by the county board. All of our partners are excited about the prospect of having a deputy in our rural, yet just as important school districts. I believe that if implemented, others school districts including private schools may also be served by this position.

Detective: The sheriff's office detective division believes it is possible to complete a thorough investigation of cases assigned to them at the rate of one (1) case per week. It is important to recognize that detectives do not work all 52 weeks of the year due to contractual vacation, holiday, compensatory and sick time allotted to them.

As we investigate criminal activity, it is obvious that some cases can be resolved quicker than others. Obviously, one week would not even come close to be sufficient time for the investigation of a homicide. Yet, one week would probably be too long for a runaway juvenile who comes home the next day. However, one case per week for each detective is the benchmark by which we believe staffing should be considered in our division based on the average length of time it takes us to investigate all types of cases.

Currently we have eight (8) detectives assigned to the Criminal Investigations Division including the drug unit detective and the prison investigator. If our eight detectives were all assigned to investigate one case per week over 52 weeks it would total 416 cases per year. Again this is before any paid time off. Our detectives receive vacation and holiday which combined totals a minimum of 5 weeks per year. That brings the total down to 376 cases per year over 47 weeks.

Below are the total cases per year that the detectives have been assigned to investigate over the last 3 years:

2015 total cases assigned 575

2016 total cases assigned 616

2017 total cases assigned 538

We are requesting one additional detective. To adequately handle the amount of cases the sheriff's office is requested to investigate, the appropriate number of detectives would be closer to 11 rather than our current 8. Bringing our staff to nine would significantly increase our ability to investigate and close cases in Dodge County.

In conclusion, I respectfully request the addition of these three positions to the sheriff's office. We will certainly evaluate financially the ability of our agency to fund these positions as part of the budgetary process. By having the positions approved now, it gives us flexibility in planning so that we can effectively plan for the future of our organization and the safety of the citizens we serve.

Respectfully,

Sheriff Dale Schmidt

RESOLUTION NO. 18-27

Create Two Positions of *Deputy Sheriff - Patrol* in the Dodge County Sheriff's Office

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs in the Dodge County Sheriff's Office; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors create the following positions in the Dodge County Sheriff's Office, effective January 1, 2019:

Two new, full-time, benefited positions of *Deputy Sheriff - Patrol*; and,

WHEREAS, a job description for the proposed positions of *Deputy Sheriff - Patrol* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Sheriff's Office; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors may appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Deputy Sheriff - Patrol* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County Sheriff's Office, effective January 1, 2019:

Two new, full-time, benefited positions of *Deputy Sheriff - Patrol*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Judicial and Public Protection:


Mary Ann Miller


Larry Schraufnagel

Thomas Nickel


Eugene Wurtz


Dan Hilbert

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create two positions of *Deputy Sheriff - Patrol*.

DODGE COUNTY JOB DESCRIPTION

1/1/19 Wage Range: \$29.33 - \$32.44

JOB TITLE:	Deputy Sheriff - Patrol	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff's Office	REPORTS TO:	Operations Captain
LOCATION:	Law Enforcement Center	DATE:	9/30/02
LABOR GRADE:	Sworn - Four (4)	REVISED:	10/25/11, 03/03/16; 10/19/17

OVERALL PURPOSE/SUMMARY

Under the general direction of Operations Captain with general responsibilities of traffic enforcement, investigation of criminal activity, responding to calls for service as requested by the public, and maintaining peace and public order.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Protects the motoring public by conducting traffic enforcement fairly, consistently and courteously to deter traffic violations and prevent traffic crashes.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high crash volume locations exist and take appropriate action to reduce crashes.
4. Determines if violations of law or ordinance have occurred and take appropriate law enforcement action if necessary.
5. Manages and investigates crash scenes and properly documents all evidence and information obtained
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Brings cases before the courts and testifies as required in court in the pursuit of justice.
8. Detects/deters crime within assigned area by use of problem oriented law enforcement practices.
9. Keeps or restores peace and public order while preventing injury, death, or damage to property.
10. Acts pursuant to law to safely transfers prisoners to jail or between various local, county, state, or federal facilities.
11. Provides traffic control, security measures, or other functions at special events as required.
12. Makes public appearances to the public about various aspects of law enforcement.
13. Attends training as required.
14. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations.
15. Serves Civil Process papers as required.
16. Maintains a professional attitude and appearance.
17. Understands and follows the mission and vision statement of the sheriff's office.
18. Regular attendance and punctuality required.
19. Performs other related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill in traffic enforcement and crash investigation, criminal and non-criminal investigation, and report writing. Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. Ability to communicate effectively.

Ability to function effectively and prioritize functions under stressful conditions.

Ability to explain and enforce federal, state, and county laws clearly and courteously.

Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Must be 21 years of age, law enforcement certifiable by the State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board OR must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Must pass written, oral and physical examinations as required by the Sheriff. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Frequent improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-28

Create One Position of *Detective* in the Dodge County Sheriff's Office

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs in the Dodge County Sheriff's Office; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors create the following position in the Dodge County Sheriff's Office, effective January 1, 2019:

One new, full-time, benefited positions of *Detective*; and,

WHEREAS, a job description for the proposed position of *Detective* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of the Sheriff's Office; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors may appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Detective* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Sheriff's Office, effective January 1, 2019:

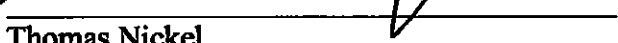
One new, full-time, benefited positions of *Detective*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Judicial and Public Protection:


Mary Ann Miller


Larry Schraufnagel


Thomas Nickel


Eugene Wurtz


Dan Hilbert

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Detective*.

DODGE COUNTY JOB DESCRIPTION**1/1/19 Wage Range: \$30.79 - \$34.79**

JOB TITLE:	Detective	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff	REPORTS TO:	Lieutenant
LOCATION:	Law Enforcement Center	DATE:	May 17, 1996
LABOR GRADE:	Sworn – Six (6) or (7)	REVISED:	6/19/06; 10/25/11; 12/4/17

OVERALL PURPOSE/SUMMARY

Under the general direction of Lieutenant, acts as criminal and incident investigator, report writer, and assistant to Patrol Division as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Investigates criminal cases in County, including detection and arrest of criminal offenders.
2. Locates missing persons, property, etc. as related to criminal activities.
3. Prepares, conducts, and completes accurate investigation of complaints and/or other assigned duties.
4. Maintains and preserves evidence collected in investigation process.
5. Prepares accurate and complete investigation notes and reports.
6. Completes assigned case investigation in timely manner and keeps departmental supervisor and other court officials informed of progress.
7. Prepares evidence and testifies in court cases as necessary as related to criminal or other investigations.
8. Assists other department divisions as needed.
9. Provide guidance and training when appropriate to patrol or detectives in areas of specialty.
10. Assist with educating the public in crime prevention techniques and participate in problem solving efforts of the organization.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Complete knowledge of criminal statutes.

Working knowledge of civil statutes.

Excellent communication skills.

Highly skilled in interviewing/questioning.

Proficient ability in criminal and incident investigation and report writing.

Must meet requirements of Civil Service Commission.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Certified by Law Enforcement Board, and three (3) or more years of experience as law enforcement officer.

Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Before commencing employment on any basis as law enforcement position, that individual must have met recruit qualifications established by Law Enforcement Standards Board. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant work under distractions. Frequent time pressure. Minimal work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 18-29

Create One Position of *Beautician* at Clearview

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the following position at Clearview, effective January 1, 2019:

One new, full-time, benefited position of *Beautician*; and,

WHEREAS, a job description for the proposed position of *Beautician* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2018 Budget of Clearview; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Beautician* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position at Clearview, effective January 1, 2019:

One new, full-time, benefited position of *Beautician*.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Health Facilities Committee:


Larry Bischoff


Dan Hilbert


Thomas J. Schaefer


Lisa Derr


William Hoekstra

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Beautician* at Clearview.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$15.98 - \$20.88

JOB TITLE:	Beautician	FLSA STATUS:	Non Exempt
DEPARTMENT:	Administration	REPORTS TO:	Assistant Administrator
LOCATION:	Clearview	DATE:	DRAFT
LABOR GRADE:	Dodge County Three (3)	REVISED	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Assistant Administrator, provides hair care and other related services to Clearview residents to enhance resident self-image and appearance and to improve residents' quality life. In addition, will assist in the personal care of residents. Performs related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

PRIMARY FUNCTION: SALON, PERSONAL CARE

1. Provide cosmetology services to Clearview residents in accordance with WI Administrative Code Chapter Cos 2.
2. Cuts, styles, perms and colors the hair of residents as determined by the customer and condition of hair. Schedules appointments for services.
3. Instructs and aids residents in self-care of their hair.
4. Reports any scalp abnormalities to the Nurse.
5. Assists with the resident's direct care including feeding, bathing, dressing, oral hygiene, grooming, toileting, transferring, positioning, ambulating, and transporting or escorting. Individuals within the facility and community.
6. Assists in implementation and formation of the residents care plan/IPP.
7. Accurate recording of C.N.A. documentation as required.
8. Reports change of resident's condition.
9. Participates in resident and facility emergencies.
10. Functions as a member of the team and participates in routine Household meetings.
11. Assists licensed staff when requested.
12. Annually completes a minimum of 12 hours of in-service education relating to resident care.

SECONDARY FUNCTION: SALON, HOUSEKEEPING AND LAUNDRY

1. Purchases supplies for the Salon.
2. Maintains infection control policies and procedures according to Federal, State and County law and codes.
3. Report damaged equipment to Maintenance.
4. Comply with Federal, State and County law and codes.
5. Follow employment policies and procedures established by Dodge County and Clearview.
6. Knowledgeable of and adhere to resident's rights.
7. Clean and care for floors, windows, walls in resident rooms, offices, dayrooms on households, in neighborhoods and other areas as assigned.
8. Clean and disinfect plumbing fixtures (resident rooms, toilet rooms, shower, spa, utility rooms, etc.).
9. Clean, dust and polish wood, metal and Formica surfaces on a routine basis.
10. Vacuum and spot clean carpeting and entrance mats.
11. Refill soap, towel, and toilet paper dispenser as needed.
12. Receive soiled linen, personal clothing, etc.
13. Move soiled linen to designated area.
14. Assist with Household laundry.
15. Distributes clean personal laundry daily.

OTHER:

1. Represents Clearview in a positive and professional manner at all times at work.
2. Regular attendance and punctuality required.
3. Performs other related duties as they may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Cosmetology services in Accordance with Wisconsin Administrative codes.
- Knowledge of and respect for resident's rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Ability to maintain effective working relationships and communicates effectively with residents, families and guardians.
- Ability to use computer programs for record keeping and reporting.
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to understand and follow written and verbal directions.
- Ability to read and comprehend printed word (i.e. Care plans/IPP).
- Ability to perform simple math and comprehend military time.
- Ability to recognize change in resident's condition.
- Ability to learn and operate household appliances.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training. Must be a licensed Cosmetologist by the State of Wisconsin. Successful completion of nursing assistant training program, registered in Wisconsin as a C.N.A. within Six (6) months of hire. Must be 18 years of age

OTHER: This position will provide Salon services to residents with the remaining weekly shifts as a C.N.A. This C.N.A. does not sign a posting to any specific household, but floats to all households.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

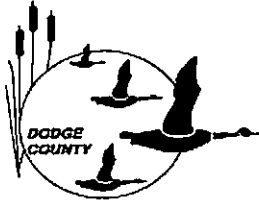
FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



Dodge County

Land Resources & Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

MEMORANDUM

TO: Honorable Dodge County Board of Supervisors
FROM: Bill Ehlenbeck, Director Land Resources & Parks
DATE: August 13, 2018
RE: Consideration of Land Resources and Parks Department Reorganization

Upon being promoted from County Parks Manager to Director of Land Resources and Parks a year ago, I chose to delay refilling the open Parks Manager position to allow time to better evaluate our large and diverse Department. After evaluating staff skills, experience and expertise and discussing options and ideas, we have developed a reorganization plan for your consideration. This reorganization plan serves to place the most appropriate staff in the right positions for best efficiencies and expertise.

Our former Director's background and experience was in GIS and Land Information and served the County jointly as Department Director and Land Information/GIS Manager. Since my background is Parks, I am proposing a shift in the Director Position from the Land Information/GIS management emphasis to the Parks and Trails management emphasis. This shift is the basis of the reorganization plan that provides a cost savings for the Department and County in the form of a net reduction of 1 position (Parks and Trails Manager).

This position reduction requires corresponding adjustments that directly affect 5 other positions in the Parks, Land Information and GIS areas. The adjustments involve the creation of 3 new positions and the abolishment of 4 positions needed to absorb the resulting change in duties and responsibilities. The positions will be filled internally. Exhibit H of the resolution identifies the staffing adjustments and significant cost savings for just the last third of 2018 and does not include the savings already realized in 2018 nor the savings in 2019 and beyond due to the net elimination of the position.

The Land Resources and Parks Department continues to improve efficiencies through technology advances that have allowed us to reduce staff over the years and is expected to accommodate this proposed reduction in overall staff hours with minimal change to our operation and service delivery.

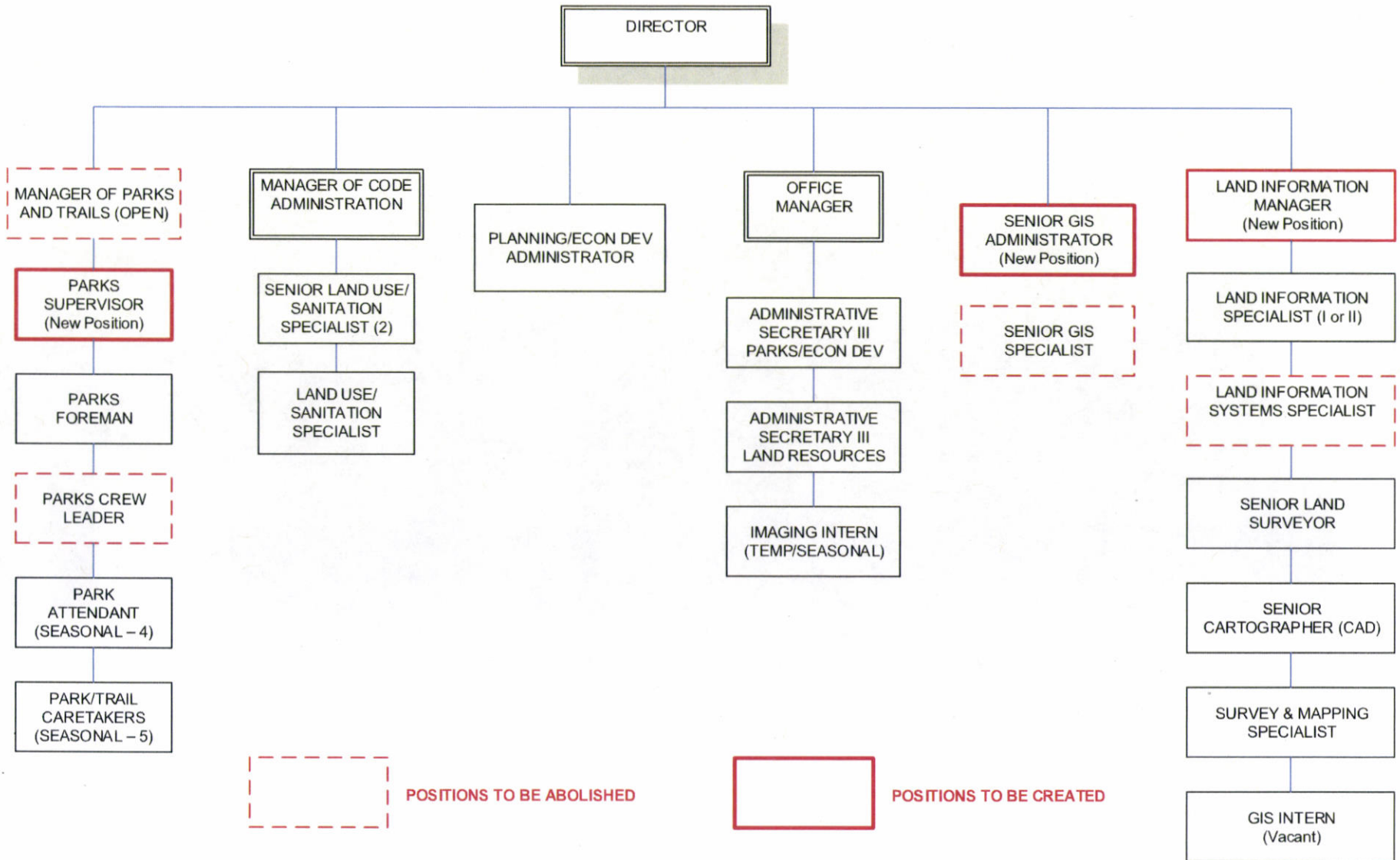
The proposed position modifications are outlined below and the Department organization chart is on the 2nd page. Please feel free to contact me with any questions.

- **Director Job Description** shift from Land Information/GIS management emphasis to Parks management emphasis.
- **Create Land Information Manager position:** Incorporates the Land Information Management duties formerly from the Director position.
- **Create GIS Administrator:** Incorporates GIS administration responsibilities from Director Position and better reflects the current and projected roles and responsibilities as Dodge County's GIS expert supporting enterprise GIS functions.
- **Create Parks Supervisor:** Incorporates portions of Park Manager position duties and responsibilities, including direct supervisor role over seasonal and other park staff.
- **Abolishes Parks Crew Leader position:** Current Crew Leader to move to vacated Park Foreman position.
- **Abolishes Land Information Systems Specialist:** Current Land Information Systems Specialist to move to vacated Land Information Specialist position.

Proposed - 2018

Land Resources and Parks Committee

Land Resources and Parks Department



1 RESOLUTION NO. 18-30

2
3 **Resolution Authorizing Land Resources and Parks Department Reorganization Plan-Abolishing**
4 **and Creating Various Department Staff Positions**

5
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Land Resources and Parks Department has undertaken an
9 evaluation of the Department staff and operations and has developed a reorganization plan designed to
10 create operational efficiencies and effectiveness; and,
11

12 **WHEREAS**, the Dodge County Land Resources and Parks Committee (Committee) has
13 received the reorganization plan and has studied the plan and analyzed the staffing needs of the Dodge
14 County Land Resources and Parks Department; and,
15

16 **WHEREAS**, as a result of these studies and analyses, the Committee recommends that the
17 Dodge County Board of Supervisors approve the following staffing changes with an implementation
18 date of September 1, 2018:
19

20 Abolish one filled, funded, full-time, benefited position of *Land Information Systems Specialist*;
21 Abolish one filled, funded, full-time, benefited position of *Geographic Information System (GIS)*
22 *Specialist I, II, and Senior*;
23 Abolish one vacant, funded, full-time, benefited position of *Manager of Parks and Trails*;
24 Abolish one filled, funded, part-time, benefited position of *Parks Crew Leader*;
25

26 Create one new, full-time, benefited position of *Manager of Land Information*;
27 Create one new, full-time, benefited position of *Geographic Information System (GIS)*
28 *Administrator*;
29 Create one new, full-time, benefited position of *Parks Supervisor*;
30

31 **WHEREAS**, a job description for each of the above-listed positions have been marked for
32 identification as Exhibits "A" through "G", respectively, and have been attached hereto; and,
33

34 **WHEREAS**, there are sufficient funds in the 2018 Budget of the Land Resources and Parks
35 Department to support the reorganization plan; and,
36

37 **WHEREAS**, if the reorganization plan is implemented effective September 1, 2018, the Land
38 Resources and Parks Department will realize a net 2018 budget savings as described on the attached
39 Exhibit "H"; and,
40

41 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will
42 appropriate funds in the 2019 Dodge County Budget sufficient to pay wages and fringe benefits for the
43 proposed positions listed herein for the calendar year 2019;
44

45 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
46 hereby adopts the recommendation of the Committee and approves the following staff reorganization,
47 effective September 1, 2018:
48

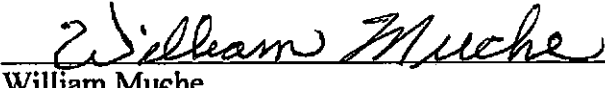
49 Abolish one filled, funded, full-time, benefited position of *Land Information Systems Specialist*;

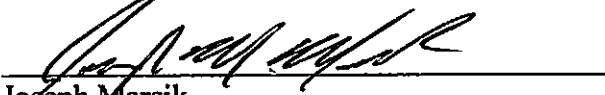
1 Abolish one filled, funded, full-time, benefited position of *Geographic Information System (GIS)*
2 *Specialist I, II, and Senior*;
3 Abolish one vacant, funded, full-time, benefited position of *Manager of Parks and Trails*;
4 Abolish one filled, funded, part-time, benefited position of *Parks Crew Leader*;
5
6 Create one new, full-time, benefited position of *Manager of Land Information*;
7 Create one new, full-time, benefited position of *Geographic Information System (GIS)*
8 *Administrator*;
9 Create one new, full-time, benefited position of *Parks Supervisor*;

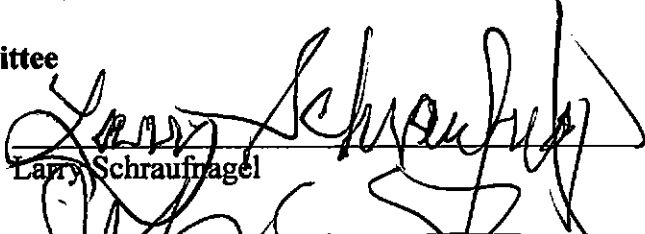
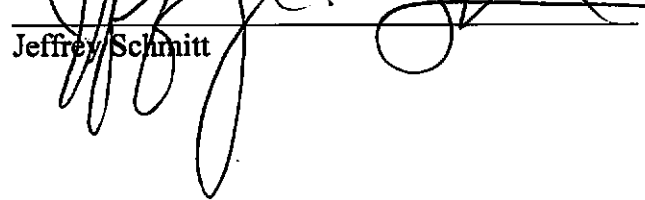
10
11 All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Land Resources and Parks Committee



Thomas J. Schaefer


William Muche


Joseph Marsik


Larry Schraufnagel

Jeffrey Schmitt

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: ☒ Yes ☐ No ☐ N/A.
Budget Impact: \$21,880. Finance Committee review date: August 14, 2018. Chair initials: 

Vote Required: Majority of members present

Resolution Summary: Resolution approving the Land Resources and Parks Department Reorganization Plan.

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$22.24 - \$29.05**

JOB TITLE:	Land Information Systems (LIS) Specialist	FLSA STATUS:	Non Exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	July 19, 2016
LABOR GRADE:	Dodge County Labor Grade Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Director—Land Resources and Parks (Land Information Division Manager), maintains property ownership and Dodge County assessment records, provides reports and information to support the local assessment process, and provides assistance and information to state, county, municipal and professional entities, and the general public. Supports addressing management system, parcel mapping updates and Dodge County Sheriff's Office (DCSO) Communications Center.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Analyzes, interprets and processes all necessary legal documents to maintain current real property ownership records.
2. Notifies attorneys, abstractors, and other professionals of errors and discrepancies discovered.
3. Drafts or corrects abbreviated tax descriptions for assessment and tax records.
4. Assists the general public, county officials, land records professionals and others with research and information for resolution of property-related problems, questions and miscellaneous inquiries.
5. Downloads assessment and revaluation figures from information provided by municipal assessors.
6. Reviews Certified Survey Maps and Plats submitted for approval and consults with private surveyors and survey/mapping staff to ensure accuracy and resolve issues, including use of CAD software to verify location with PLSS and orthoimagery.
7. Responsible for coordinating work schedule with local assessors regarding Open Book and Board of Review process.
8. Responsible for processing and delivery of State Assessed Manufacturing data to appropriate jurisdictions.
9. Assists attorneys, abstractors, other professionals, and general public in usage of the on-line Land Information Search 10. Tool (LIST) and GIS Web Map Tool for self-directed acquisition of land records data.
11. Updates Electronic Real Estate Transfer Return information on WIDOR website.
12. Consults with Senior Land Information Specialist regarding daily/seasonal workload, prioritization of activities, and in the development, standardization, enhancement or change in office procedures, practices, or projects.
13. Maps updates to tax parcels as parcel splits/combinations are created by Sr. Land Information Specialist; posts for integration into countywide parcel map using CAD software deployed in the County, assists in conversion from CAD to GIS format for publication.
14. Assist in maintenance of Address Management System, including assignment of new addresses, and responsible for mapping of those locations into the point address data layer in GIS to ensure continuity of this vital function for delivery of services.
15. Generates and maintains metadata describing databases.
16. Develops documentation of data automation and conversion processes and procedures in concise, understandable manner.
17. Utilizing GIS and Dodge County Sheriff's Office (DCSO) Communications Center software, assist in development, maintenance, backup, and delivery of GIS data component (spatial and tabular) into that system.
18. Utilizing ArcGIS software, perform complex data conversion and integration, geographic data entry, data interpretation and reporting, and map generation as requested to support property listing office.
19. Using applicable ESRI programming tools, develop and deploy software program enhancements to implement new applications within the GIS environment to automate procedures for the user community
20. Provides general GIS/LIS technical support, application training and develop documentation for County GIS/LIS system users.
21. Develop and maintain documentation for web-based tools to assist casual users of the system.
22. Assist with research, evaluation, and deployment of hardware and software upgrades and new information technologies.
23. Work cooperatively on GIS and GIS-related projects and fill data requests as assigned.
24. Assist in design, development and implementation of imaging projects for archival, retrieval and integration into GIS/LIS.
25. Attend training, seminars, workshops, conferences and meetings as requested by supervisor to stay current and provide reports when requested.
26. Regular attendance and punctuality required.
27. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of state laws, practices and regulations governing property assessment.

Considerable knowledge of terminology used in real estate documents affecting ownership, assessment, and property location.

Considerable knowledge of the processes and terminology used in real estate, personal property assessment and tax rolls.

Thorough knowledge of proper legal documentation, recording and filing.

Intermediate knowledge of surveying laws, regulations, and terminology.

Ability to read and interpret complex legal descriptions.

Ability to perform complex research of historical documents and archives on real property.

Knowledge of and working experience with cartographic and survey related concepts and techniques including a thorough understanding of the Public Land Survey System (PLSS).

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Considerable knowledge of state laws, practices and regulations governing property assessment.

Considerable knowledge of terminology used in real estate documents affecting ownership, assessment, and property location.

Considerable knowledge of the processes and terminology used in real estate, personal property assessment and tax rolls.

Thorough knowledge of proper legal documentation, recording and filing.

Intermediate knowledge of surveying laws, regulations, and terminology.

Ability to read and interpret complex legal descriptions.

Ability to perform complex research of historical documents and archives on real property.

Knowledge of and working experience with cartographic and survey related concepts and techniques including a thorough understanding of the Public Land Survey System (PLSS).

Considerable knowledge and understanding of current GIS database concepts and techniques.

Considerable knowledge of and working experience with current GIS applications including ERSI ArcGIS ArcInfo, extensions, and ArcServer.

Considerable knowledge and understanding of relational database concepts as they relate to GIS.

Working knowledge and demonstrated understanding of GIS database-derived information and data analysis.

Knowledge of and experience with programming languages and application software to support internet and web-based application development and maintenance such as ArcGIS On-Line.

Basic knowledge of CAD software (Autodesk preferred) and willingness to develop skill in its use.

Experience with Integrated Records Management Systems.

Knowledge of and experience with large-format plotters and scanners.

Knowledge of and working experience with digital orthophotography and aerial photo interpretation.

Ability to set goals and objectives, meet project completion dates, and establish methods of completion.

Ability to work independently and manage/document multiple work assignments with minimal supervision.

Ability to gather information and clearly and concisely communicate information and ideas in written documents such as procedure manuals, user instructions, reports, business correspondence, and emails.

Ability to communicate effectively to persons having varying degrees of understanding of subject matter using verbal and written communication skills.

Considerable working experience with and knowledge of Microsoft Office (Word/Excel/Access) and operating systems.

Ability to maintain accurate and complete records.

Ability to accurately and efficiently enter information in to computer programs used by the Department and County.

Ability to analyze/synthesize/compile information into understandable reports for use in decision making.

Thorough knowledge in use of on-line applications developed to assist users to self-acquire real property data (e.g., Land Information Search Tool and GIS Web Mapping tool).

Ability to establish and maintain effective public and working relationships, at times working with difficult or hostile individuals with tact and courtesy.

Ability to communicate and deal effectively with Department and County employees, community officials, land records professionals and general public.

Ability to treat matters confidentially.

Willingness to upgrade professional education through attendance at seminars or other available programs.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree in GIS/LIS, Geography or a related field including advanced GIS course work. Minimum of two (2) years working experience in assessment, title and abstract, land surveying, property listing office in government setting and GIS database development, analysis and output using ESRI software products, specifically utilizing versions of ArcGIS, ArcGIS Spatial Analyst and ArcGIS On-Line currently used by the Land Resources and Parks Department. Experience with Autodesk Map 3D and ESRI ArcGIS Server preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Office working environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.42 - \$34.51

JOB TITLE:	Senior GIS Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director - Land Resources and Parks
LOCATION:	Administration Building	DATE:	March 19, 2002
LABOR GRADE:	Dodge County Eight (8)	REVISED:	8/28/03, 8/16/06; 1/1/13

OVERALL PURPOSE/SUMMARY

Under the direction of the Director – Land Resources and Parks, provides GIS/LIS database development, conversion and maintenance, professional mapping, general mapping and technical support services to the Land Resources and Parks Department, associated Dodge County departments and other clientele served by the Land Resources and Parks Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Land Information

1. Develop and maintain spatial and non-spatial databases for availability in the Dodge County GIS/LIS with standardized procedures developed by the department.
2. Perform complex data conversion and integration, geographic data entry, data interpretation and reporting, and map generation.
3. Perform in lead function for spatial analysis utilizing geo-referenced and associated attribute data.
4. Utilize elevation data for spatial analysis and presentation graphics.
5. Perform complex professional production cartography to fulfill mapping needs of clients.
6. Develop and maintain Internet mapping services and applications developed and supported by the department utilizing ESRI's ArcIMS software.
7. Using applicable ESRI programming languages, develop and deploy complex software program enhancements to implement new applications, customized menus and macros within the GIS environment to automate procedures for the user community.
8. Assist in design and development of and perform on-going maintenance on Land Resources and Parks Department homepage and homepages for other land records-related departments as requested.
9. Perform complex data development, quality control and cartographic production of the Dodge County Plat Book utilizing PlatBook Professional V.x developed for ArcGIS/ArcInfo software.
10. Perform accurate feature location using mapping/resource grade GPS equipment.
11. Integrate GPS field survey data system; develop and maintain resulting data layers of feature locations in GIS/LIS system.
12. Generate and maintain metadata for databases.
13. Work cooperatively on GIS and GIS-related projects with staff from other County departments as assigned.
14. Process GIS database requests from other governmental units, agencies and private sector clients.
15. Assist in design, development and implementation of imaging projects for archival, retrieval and integration of scanned document images into GIS/LIS.
16. Develop documentation of data automation procedures and thoroughly document all work performed in concise, understandable manner.
17. Perform internet searches and download information as requested or required to fulfill job responsibilities.
18. Assist in development of department presentations and demonstrations.
19. Learn new software applications as required to fulfill job requirements and train other County staff in its use.
20. File management, documentation, archiving and security of generated departmental files located on department computers and general management and documentation of department files located on the GIS file server.
21. Provide general GIS technical support and application training for County GIS/LIS system users.
22. Assist with research, evaluation, and deployment of hardware and software upgrades and new information technologies.
23. Attend training, seminars, workshops, conferences and meetings as requested by supervisor. Provide reports on proceedings when requested.
24. Perform related duties as may be required or assigned.

Planning and Economic Development, Code Administration, and Parks and Trails

25. Analyze, evaluate, and compile data and research records for mapping purposes.
26. Research records, reading and interpreting legal property descriptions.
27. Design and develop Zoning, Parks, Topography, Soils, Land Use, Building Number, Highway, Internet and other mapping as required.
28. Assist in the organization and maintenance of land records associated with mapping projects.
29. Update computer and manual maps as needed.
30. Assist in maintenance and administration of Building Numbering System.
31. Maintain and establish computer/manual map and information storage systems.
32. Create digital and hard copy aerial photography displaying property ownership, wetlands, floodplains, and/or zoning information utilizing software currently used by the department. Create slides of these photos for Power-point presentation.
33. Provide digital file copies, copies of aerial photography and hard copy maps upon request for public and county/municipal officials.
34. Work with scanned images, performing digitizing, coordinate transformation, and archiving for GIS databases and multi-level mapping products.
35. Work with Director to create, maintain and document Supervisory District maps.
36. Meet and discuss mapping projects and problems with the public and county/municipal officials. Work with department staff and other County departments.
37. File management; back-up and archiving of all software and generated department files stored on network servers.
38. Create GIS databases. Integrate databases with parcel mapping.
39. Prepare a variety of written materials and correspondence.
40. Assist in ordering supplies. Prepare invoices as necessary.
41. Regular attendance and punctuality required.
42. Perform related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge and understanding of current GIS-, cartographic-, and survey-related concepts and techniques (e.g. GPS, coordinate systems, map projections).

Advanced knowledge and understanding of relational database concepts and development techniques as they relate to GIS.

Advanced knowledge of and working experience with database derived information and data analysis.

Advanced knowledge of and working experience with ESRI's ArcGIS ArcInfo, Spatial Analyst, and ArcIMS. 3-D Analyst experience preferred.

Demonstrated ability to summarize, design and present output cartography from substantially difficult spatial analysis assignments in a production environment.

Advanced knowledge of ESRI programming tools (Avenue, AML, and Visual Basic) to design and deploy new applications, develop customized menus and macros to automate and standardize procedures, and generate requested GIS information for system users.

Advanced knowledge of and experience with programming languages and application software to support internet and web-based application development and maintenance (such as ArcIMS, html, Java).

Advanced knowledge of and working experience with relational database software applications within the ESRI GIS environment.

Advanced working knowledge and demonstrated understanding of GIS database-derived information and data analysis.

Advanced knowledge of and working experience with digital orthophotography, elevation data (DEM and DTM), and *drg* and *drg*, using ESRI software and aerial photo interpretation.

Advanced knowledge of and working experience with digital data input and conversion methods including digitizing, document scanning, coordinate geometry.

High level of proficiency with and understanding of GIS, mapping, and database software applications.

Advanced knowledge of computer mapping concepts and computer hardware, peripherals and software related to mapping and cartographic function.

Knowledge of coordinate systems and procedures for conversion to different systems.

Advanced knowledge of drafting and cartographic equipment and basic materials of cartographic profession.

Knowledge of local government organization.

Advanced knowledge of metadata development.

Knowledge of document scanning concepts, techniques and GIS system integration.

Advanced knowledge and working experience with IBM AS-400.

Working knowledge of and experience with personal computers and related peripherals such as printers, plotters, scanners, compact disk writers, etc.

Working knowledge of and experience with mapping/resource GPS hardware, firmware and software necessary. (Trimble Pathfinder ProXR).

Proficient in use of Microsoft Office Professional Suite (Word, Excel, Access, PowerPoint, Outlook).

Ability to set goals and objectives, meet project completion dates, and establish methods of completion.

Ability to work cooperatively and communicate effectively (verbal and written) with a wide variety of contacts including County employees, officials on the municipal, state, federal level, and with other public and private sector clients and vendors.

Ability to research, interpret, evaluate and communicate technical material effectively.

Ability to conscientiously develop quality standards and monitor accuracy and quality of GIS data.

Ability to plan, prepare, and implement drafting and mapping projects of substantial difficulty.

Ability to work independently and design/manage/document multiple work assignments with minimal supervision.

Ability to direct the work of others.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree in GIS/LIS, Geography or a related field including advanced GIS course work. Minimum four (4) years increasingly responsible project experience in GIS database development, analysis and output using ESRI software products listed below, and 12.0 CEU's related to specific job responsibilities; or Master's Degree in a directly related field, three (3) years experience related to specific responsibilities using ESRI software products listed below, and 6.0 CEU's related to specific job responsibilities. Considerable practical experience with and working knowledge of the versions of ArcGIS ArcInfo, ArcGIS Spatial Analyst and ArcIMS currently used by the Land Resources and Parks Department, with ArcGIS 3-D Analyst experience preferred. Practical experience with programming languages utilized by ESRI products and the design and coding of internet-based applications and other web programming languages is also required.

WORKING CONDITIONS

Normal office environment (majority of work time). Infrequent outdoor work activities within Dodge County, depending on duties assigned.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**FOR PERSONNEL USE**

EMPLOYEE SIGNATURE:

ANALYST(S):

DATE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$32.67 - \$42.68**

JOB TITLE:	Manager - Parks and Trails	FLSA STATUS:	Exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director - Land Resources and Parks
LOCATION:	Administration Building	DATE:	May 2, 1997
LABOR GRADE:	Dodge County Eleven (11)	REVISED:	8/16/06; 1/1/13

OVERALL PURPOSE/SUMMARY

Under general direction of Director - Land Resources and Parks responsible for management of all County parks and trails operations, development functions and land management activities within the Dodge County Parks and Trails system. Areas of responsibility include providing budget recommendations, work planning, project development, personnel management, public relations and other activities associated with the park system.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Administers, plans, coordinates and implements all recreational operations within the County Park and Trails System according to the County Park, Outdoor Recreation and Open Space Plan and the parks and trails Master Plans.
2. Contributes to the County's Comprehensive Plan and local Park and Open Spaces plans in relation to park, outdoor recreation and open space issues.
3. Proposes, manages and implements parks and trails development projects.
4. Develops and recommends park and trails operational and capital budgets to Director.
5. Operates parks and trails programs within the business unit's approved annual budget.
6. Develops maintenance and inspection schedules according to appropriate standards for all parks and trails buildings, facilities, equipment and public use areas to ensure public safety and efficient operations.
7. Plans, assigns, supervises, and coordinates work of Parks and Trails staff.
8. Establishes employee objectives, performance standards, priorities and work plans according to department goals.
9. Evaluates staff, conducts performance evaluations and makes recommendations regarding promotions, disciplines and terminations.
10. Interviews candidates and makes recommendations regarding hire.
11. At the direction of the Planning, Development and Parks Committee, and the Director, initiates landowner contacts and negotiates acquisition of lands according to park and open space expansion needs and opportunities.
12. Seeks, prepares and administers available grants for designated park and trail projects.
Administers, plans, coordinates and implements activities within the parks relating to natural resource management and landscaping.
13. Manages and promotes protection of historical and cultural resources within the parks.
14. Recommends policies, work plans and funding sources to address specific property issues relating to parks and trails.
15. Plans, directs and facilitates active public involvement in the planning, development and implementation of the County Parks and Trails System programs.
16. Establishes and maintains partnerships with other County Departments, other governmental agencies, local interest groups, businesses, individuals and other stakeholders for the benefit of County Parks and Trails System programs.
17. Develops and maintains productive and effective marketing and public relations, including press releases, presentations, speeches, reports, interviews, newsletters, brochures, website information, etc.
18. Acts as advisor to the Friends of Dodge County Parks to coordinate functions and fundraising activities of the group consistent with County Parks and Trails goals, policies and priorities.
19. Develops and implements strategies for addressing issues and customer complaints and concerns; resolves conflicts.
20. Develops and supervises volunteer programs, including project development, recruitment and work assignments.
21. Administers, plans, implements and coordinates the County snowmobile and ATV trails programs.
22. Maintains effective relations with the local ATV clubs, County snowmobile association and its member clubs to ensure safety on the motorized trail system while maintaining quality standards.
23. Administers annual State trail aids grants to operate, maintain and improve the motorized trail system.
24. Participates on teams or committees pertinent to the advancement of the County Parks and Trails system or consistent with the County Park, Outdoor Recreation and Open Space Plan.
25. Assists communities with parks and trail related activities.
26. Participates in Planning, Development and Parks Committee administrative meetings.
27. Regular attendance and punctuality required.
28. Performs other duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of theory and practice of public planning and administration as relates to parks and trails.
Advanced knowledge of theory and practice of park and recreation development and operation.
Advanced knowledge of laws, codes, regulations and policies pertaining to recreation and development matters.
Advanced knowledge of plan implementation procedures.
Ability to plan, organize, assign, supervise, and evaluate work of others.
Ability to meet deadlines, deal with multiple priorities, and handle difficult interpersonal relations.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Excellent writing and composition skills.

Ability to use computer programs and software necessary to perform duties of the position.

Ability to communicate and deal effectively with departmental employees, officials, and public.

Must meet requirements of Dodge County Driver Qualification program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree in park administration, planning, landscape architecture, resource management or related field, and four (4) years of increasingly responsible park or recreation management experience, or Master's Degree in directly related field and three (3) years experience related to specific responsibilities, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.

WORKING CONDITIONS

Office and field working conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.16 - \$26.33

JOB TITLE:	Parks Crew Leader	FLSA STATUS:	Non-exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Manager Parks & Trails
LOCATION:	Dodge County Parks	DATE:	1/1/2017
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under general direction of Manager, Parks & Trails, and in coordination with Parks Foreman, serves as lead worker and coordinator for park and trail maintenance, repair, construction and operational projects and other assigned tasks throughout park system. Also serves as assistant to Parks Foreman and fills in for park attendants or caretakers when needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, directs and assists park staff, volunteers and other work crews to carry out park maintenance, repair, construction and operational projects.
2. Assists Parks Foreman with purchase and delivery of parts, supplies and equipment as needed.
3. Assists in weekly collection of park receipts, fees and reports from Park Attendants and turns into central office.
4. Assists Parks Foreman with equipment and facility troubleshooting and repairs.
5. Coordinates volunteer programs, including recruitment, training, tracking and/or supervision of camp hosts, inmate crews, Adopt-A-Trail groups, scouts, school groups, and others.
6. Monitors firewood supply and leads cutting, splitting, hauling and stacking to ensure sufficient supply for camping season.
7. Keeps Parks Manager and Parks Foreman informed of problems, incidents, needs and status of assigned projects.
8. Coordinates work and vacation schedules of attendants and caretakers and covers in their absence when needed.
9. Assists Parks Foreman and park caretakers and attendants with their duties as necessary.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of and proficiency in the use and maintenance of power equipment, chain saws, machinery and tools. Considerable knowledge of electrical, plumbing and heating system and equipment.

Considerable knowledge of safety related to electricity, cleaning chemicals, herbicide/pesticide application, power equipment and general maintenance work.

Considerable carpentry and construction knowledge and skills.

Ability to follow drawings, plans or prints to carry out a project and ability to lead work crews according to the plans.

Ability to maintain a friendly disposition to the public and a good working relationship with staff, work crews and contractors.

Considerable knowledge and understanding of park administration policies, procedures, rules, laws and regulations and ability to relate same to the public and other park staff.

Thorough knowledge of and familiarity with all County Park facilities and resources.

Ability to understand and effectively carry out instructions, follow policies and procedures and work with little supervision.

Ability to maintain efficient and organized records.

Working knowledge of Microsoft Office (Word/Excel/Outlook) and Internet and email software.

Welding, steel fabrication and familiarity with metal work desirable.

Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and minimum of two (2) years experience in general grounds, building and equipment maintenance and custodial work and/or public service and camping. Some related post high school course work in recreation, natural resources, conservation or land management, preferred, as well as Foreman and/or lead position experience.

Equivalent combination of education and experience which provides necessary knowledge, skills and abilities will be considered.

Satisfactory completion of Chain Saw safety certification course preferred.

WORKING CONDITIONS

Works primarily outdoors; may be subject to hot and cold temperature extremes, windy and wet weather.

Works in varied terrain and vegetation, including wooded areas, fields, steep topography, wet areas.

Inclement weather work may be done under shelters or in shop with slight protection from the weather.

May be exposed to periodic intense noise and hazards such as mechanical, electrical, chemical and heights.

May have necessity to deal with upset or hostile individuals.

Flexible work hours but needs to be available for occasional weekend and night work as necessary or assigned.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

FOREMAN SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT "D"

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$32.67 - \$42.68

JOB TITLE:	Manager – Land Information	FLSA STATUS:	Exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Eleven (11)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Director- Land Resources and Parks, is responsible for front-line administration and management of the Land Information Division operations. Areas of responsibility include providing budget recommendations, work planning, personnel management, public relations and other activities associated with programs, activities and functions of the Land Information Division (tax mapping, survey, and property description).

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as Dodge County Land Information Officer (LIO) with associated statutory functions and duties-Section 59.72(3).
2. Manages Land Information Division operations and programs within the approved annual budget.
3. Administers, plans, coordinates and implements Land Information Division programs, policies and procedures according to Dodge County Land Information Plan (Land Records Modernization Plan) or as otherwise directed.
4. Prepares grant applications and reports and maintains and updates countywide plan for land records modernization per Section 16.967(7) and Section 59.72 (3)
5. Prepares and submits data, reports and surveys mandated by Wisconsin Land Information Program (WLIP).
6. Prioritizes, manages, oversees and coordinates planning, development, integration, implementation, operation, administration and workload of Division staff for the day-to-day and long-term activities, projects, policies and procedures of the 7. Dodge County Geographic/Land Information Systems and Land Information Management System.
8. Conduct business and operational needs assessments, cost benefit analysis and workflow analysis.
9. Responsible for GPS equipment and associated maintenance agreements, trouble-shooting and technical support.
10. Administer wide-format copy/plot/scan system.
11. Researches, prepares and submits reports, resolutions, policies and procedures and standards pertaining to all Land Information Division related matters.
12. Manages and responsible for programs, policies, procedures, and standards relating to maintaining PLSS section corner monumentation and ensure ability for private surveyors to accurately locate property in Dodge County.
13. Prepares and maintains documentation for LIS system administration and database development.
14. Manages and responsible for tax parcel mapping and GPS data collection to support accurate property assessment and collection of taxes.
15. Manages and responsible for programs, policies, procedures and standards relating to property description records.
16. Responsible for administration of CSM Review Policy.
17. Researches, develops and recommends data distribution policies, disclaimers and fee schedule structure.
18. Develops and recommends Land Information operational, IT and capital budgets to Director.
19. Prepares annual report for the Division.
20. Establishes employee objectives, performance standards, priorities and work plans according to department goals.
21. Assesses staffing needs, assigns, supervises, and coordinates work of support, professional, supervisory and seasonal personnel assigned to the Division.
22. Trains, instructs and evaluates staff, conducts performance evaluations and makes recommendation regarding promotions, disciplines and terminations.
23. Reviews job applications, interviews candidates and makes recommendations regarding hire.
24. May direct and monitor work of outside consultants.
25. Works with officers and representatives of county, municipal, state, and federal governments, professional and other service providers, and the public on Division matters.
26. Keeps informed of relevant government regulations, policies, and developments pertaining to Division responsibilities.
27. Represents the Division by preparing for, attending and participating in Land Resources and Parks Committee, County Board, other Committees of the County Board, Land Information Council, and other meetings as well as represents Division/Department to outside public/private agencies, committees, and groups.
28. Responsible for development and distribution of RFI's, RFQ's, and RFP's as necessary and evaluation of responses in quantifiable manner.
29. In cooperation with GIS Administrator, responsible for coordinating and managing acquisition and distribution of high resolution orthophotography and elevation data on regular cycle.
30. Responsible for procurement and management of contracts with vendors and suppliers for professional services and equipment for the Division.
31. In cooperation with IT Department, Land Information Council, and County department staff, facilitates and coordinates the countywide automation of land-related information not developed or maintained by the department.
32. In cooperation with GIS Administrator recommends, develops, enhances and/or assists in the evaluation and implementation of new or upgraded hardware and software systems relating to the GIS and CAD environments.
33. In cooperation with GIS Administrator coordinates and facilitates the interfacing and distribution of mapping and land records data stored in the GIS/LIS with various Dodge County departments, local municipalities, neighboring counties, state and federal agencies and private sector entities

34. Responsible for completing duties of staff to support completion of mission critical functions and to meet state mandates as required.
35. Reviews Certified Survey Maps, Plats, Condominiums and Plat of Survey for approval and consults with private surveyors and survey/mapping staff to ensure accuracy and resolve issues.
36. Assists private sector professionals (i.e., attorneys, title companies, surveyors, appraisers, realtors), public sector, and general public in interpreting difficult property issues.
37. Advises private sector, public sector, and general public in determining appropriate method for correction of title and/or boundary issues.
38. Researches survey and Register of Deeds records to resolve discrepancies in Land Information Management System.
39. Advises Director on property listing/assessment-related technology, LIS development, implementation issues, software systems, and assists in determining priorities for related activities.
40. Advises Director on issues at State/Federal level which may affect County operations and potential unfunded mandates.
41. Assists in design, development and implementation of imaging projects for archival, retrieval and integration of scanned document images into land records system
42. Acts as liaison with County Treasurer, Department of Revenue, assessors, clerks, attorneys, realtors, public officials and private citizens.
43. Communicates and deals effectively with government, private and public sector as required.
44. Assists attorneys, abstractors, other professionals, and general public in usage of the on-line Land Information Search Tool (LIST) and GIS Web Map Tool for self-directed acquisition of land records data.
45. Regular attendance and punctuality required.
46. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge and understanding of cartographic and survey related concepts and techniques including Public Land Survey System (PLSS), GPS, LiDAR, orthophotography, coordinate systems and map projections.
- Considerable knowledge of terminology used in various documents affecting ownership, assessment, and property location.
- Considerable knowledge of terminology used in real estate and personal property assessment and tax rolls.
- Considerable knowledge and working experience with current upgrades of ESRI's ArcGIS professional software suite.
- Proficient in use of Microsoft Office Professional Suite (Word, Excel, Access, PowerPoint, Outlook), Records Management Software and internet access.
- Thorough knowledge and understanding of computer hardware and software related to mapping and land descriptions.
- Considerable knowledge of and working experience with mapping (CAD) software (Autodesk preferred).
- Knowledge and working experience with IBM AS-400 or other County financial software programs.
- Knowledge of document scanning concepts, techniques and IS system integration.
- Thorough knowledge of governmental organization and procedures at local, state and federal levels.
- Considerable knowledge of laws and regulation related to survey and real estate.
- Thorough knowledge of proper legal documentation, recording and filing.
- Ability to analyze/synthesize/compile information into understandable reports for use in decision making.
- Ability to research, analyze, interpret, evaluate, understand and communicate technical material effectively.
- Ability to plan, prepare/implement, support substantially difficult drafting, mapping and land description projects.
- Ability to understand and utilize digital orthophotography and elevation data to evaluate situations and resolve problems.
- Thorough knowledge in use of on-line applications developed to assist users to self-acquire real property data (i.e., Land Information Search Tool and GIS Web Map tool).
- Ability to set goals and objectives, meet project completion dates, and establish methods of completion.
- Ability to work cooperatively and communicate effectively (verbal and written) with a wide variety of contacts including County employees, officials at the municipal, County, state, federal level, and other public and private sector clients and vendors.
- Ability to establish and maintain professional, effective public and working relationships, at times working with difficult or hostile individuals with tact and courtesy.
- Ability to think clearly and react appropriately and professionally under pressure.
- Excellent organizational skills with the ability to deal with multiple priorities and problems concurrently.
- Ability to conscientiously develop and apply quality standards and monitor accuracy and quality of data.
- Ability to oversee and professionally direct the work of others.
- Ability to treat matters confidentially.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year college degree in cartography, geography, land surveying, or related land information field and with courses in cartography, geography, land surveying, mathematics, or related field, with minimum of seven (7) years increasingly responsible land information experience, or Master's Degree in a directly related field, and three (3) years increasingly responsible experience related to specific responsibilities, or equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Office working environment; little exposure to noise, dust fumes, etc.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**EMPLOYEE SIGNATURE:****DATE:****SUPERVISOR SIGNATURE:****DATE:****FOR HUMAN RESOURCE USE****ANALYST(S):****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$28.51 - \$37.23

JOB TITLE:	GIS Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director - Land Resources and Parks
LOCATION:	Administration Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Nine (9)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Director - Land Resources and Parks, is responsible as the primary administrator for developing, implementing and maintaining Dodge County's Geographic Information System (GIS) and related functions. Oversees GIS integration, database development, project management, mapping and technical support services countywide. Provides professional mapping, data analysis, and technical support services to the Land Resources and Parks Department as well as other County departments and clientele.

PRINCIPAL DUTIES AND RESPONSIBILITIES

GIS ADMINISTRATION

1. Responsible for acquisition, maintenance, and improvement of all geospatial data holdings at Dodge County including geodatabases (enterprise and local), raster datasets, shapefiles, tabular data and online mapping resources.
2. Facilitates discovery and use of GIS data by County staff, outside agencies, and the public through efficient network archival, ArcGIS Server infrastructure, and online resources such as ArcGIS Online and the County website.
3. Oversees development, improvement, and technical support for County online GIS mapping resources, including the Dodge County Web Map public mapping portal, Dodge County GIS Data Portal, and all other web-based mapping applications and functions.
4. Acts as SQL Server database administrator for mission-critical geodatabases including the County parcel fabric, master address repository, and online data repositories.
5. Anticipates countywide geospatial data needs and uses recognized best practices to develop GIS data of all types in order to fulfill countywide mapping objectives and meet statutory requirements.
6. Coordinates and manages contracts to acquire countywide high-resolution orthophotography and elevation data on a regular cycle.
7. Utilizes relevant programming and scripting languages to automate and streamline GIS workflows and processes.
8. Produces and maintains documentation for all major GIS data holdings and workflows including instructional guides, metadata, help files and diagrams to ensure ease of use and continuity of service.
9. In coordination with the Information Technology Department, manages infrastructure needed to support online and desktop GIS throughout the County including desktop computers, SQL Server databases, Windows servers, and networking software.
10. Assists and advises County officials on budget-related GIS matters including vendor contracts, RFPs, RFQs, and other technical documents.
11. Acts as primary point of contact for all federal, state, county, and municipal agencies in matters related to spatial data and GIS.
12. Acts as primary point of contact and advisor for the integration of GIS with other county systems (Spillman, Tyler, and GCS).
13. Serves as alternate Dodge County Land Information Officer (LIO) and assists the LIO with all statutory functions and duties.
14. Coordinates the activities of the Land Resources & Parks GIS Intern position in order to distribute workload and meet department and countywide GIS goals.
15. Coordinates activities and resources of the countywide GIS user group including training, licensing, data acquisition, and meetings.

ADDRESSING & EMERGENCY RESPONSE

1. Responsible for administration of the County addressing system, assignment of new addresses in unincorporated areas of the county and all research, correspondence and documentation needed to facilitate the process between various governmental levels and entities.
2. Responsible for development, management, and improvement of all geospatial data, maps, and records related to addressing and emergency dispatch including street centerlines, address points, common names/points of interest, emergency response districts, and other relevant public safety layers.
3. Monitors addressing activities in incorporated areas and corresponds with officials to discover and verify changes that could impact emergency response, incorporating changes into relevant county-maintained datasets.
4. Facilitates successful integration and continued maintenance of addressing, routing, and emergency response data as it pertains to County computer aided dispatch software, including contact with vendor support as needed.
5. Participates in and provides mapping support for various County emergency response teams (COOP, CART, EOC).

LAND RESOURCES & PARKS (LRP)

1. Provides daily and project-specific mapping support for all divisions within the department as needed, delegating mapping workload as needed throughout the GIS user group.
2. Responsible for bi-yearly production of Dodge County plat book including design, data acquisition/prep, map edits, and final publication QA/QC.
3. Updates and maintains various GIS databases to support LRP department functions including data for parks, code administration, zoning, farmland preservation, and non-metallic mining.
4. Produces maps and data related to comprehensive planning and farmland preservation efforts by the County and individual municipalities for public display and inclusion in final publications.
5. Prepares County redistricting plans for review by county board after each decennial census and facilitates all mapping and data management required to support accurate and fair reapportionment.
6. Operates and maintains production quality computer mapping/printing equipment and related supplies.

GENERAL COUNTY

1. Provides on-demand and project-level mapping support as needed for other County departments including the Sheriff's Office, Corporation Council, Highway Department, Land & Water Conservation, Social Services and County Clerk.
2. Creates and updates countywide production-quality maps for sale and distribution including the Dodge County Street Index, Tourism Brochure, Park Maps, and Visitor Map.
3. Assists municipalities, businesses, and customers as needed with project-specific GIS data queries, mapping, and analysis.
4. Performs related duties as required or assigned by the LRP Director.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of and working experience with ESRI's ArcGIS software suite (Pro/Desktop/Server/Online) including Spatial Analyst, 3D Analyst, and Network Analyst extensions as well as the Parcel Fabric editing solution.

Advanced knowledge of contemporary web-based GIS methods, procedures, and practices including ArcGIS Server, ArcGIS Online, and various other spatial data visualization and delivery systems.

Advanced knowledge and demonstrated understanding of spatial and tabular data analysis using GIS, SQL, Access, and Excel.

Advanced knowledge of and working experience with digital data input and conversion methods.

Advanced knowledge of metadata development.

Advanced knowledge and understanding of SQL Server database management, security, permissions, and development techniques.

Advanced knowledge and understanding of current GIS, cartographic, and survey-related concepts (e.g. orthophotography, LIDAR, GPS, coordinate systems, map projections, Public Land Survey System).

Advanced knowledge and working experience with modern production cartography techniques, hardware and software and ability to produce simplified high quality output cartography from complex and disparate sources.

Advanced knowledge of and working experience with digital orthophotography and elevation data.

Advanced knowledge of field data collection methods, hardware, and software (surveying techniques, GPS, ArcGIS Collector)

Advanced knowledge of Microsoft Windows operating system (professional/server)

Proficient in use of programming and scripting languages (html, Java, Python, Visual Basic, Avenue) to design and deploy new applications, develop customized menus and scripts to automate and standardize procedures, and generate requested GIS information.

Proficient in use of Microsoft Office Professional Suite (Word, Excel, Access, PowerPoint, Outlook).

Proficient in use of Adobe Creative Suite (Acrobat, Illustrator, Photoshop)

Proficient in use of AutoDesk AutoCAD Map3D software, including related file types and methods.

Working knowledge of IT networking and security concepts.

Working knowledge of website design, development, and security concepts.

Working knowledge of terminology used in various deeds and other real estate documents affecting ownership, taxation, and location.

Working knowledge of pertinent federal, state, and local laws, codes, and regulations governing land use, planning, and zoning.

Working knowledge of local government organization.

Working knowledge of document scanning concepts, techniques and GIS system integration.

Ability to analyze/synthesize information and perform difficult/complex technical research.

Ability to organize, compile, summarize, prepare and present comprehensive findings, recommendations, and reports using various visual and communications media.

Ability to speak and present information publicly on topics relating to GIS and Land Information.

Ability to independently set goals and objectives, meet project completion dates, and establish methods of completion.

Ability to work cooperatively and communicate effectively (verbal and written) with a wide variety of contacts including County employees, government officials on the municipal, state, federal level, and other public and private sector clients and vendors.

Ability to research, interpret, evaluate and communicate technical material effectively.

Ability to conscientiously develop quality standards and monitor accuracy and quality of GIS data.

Ability to plan, prepare, and implement drafting and mapping projects of substantial difficulty.

Ability to work independently and design/manage/document multiple work assignments with minimal supervision.

Ability to direct the work of others.

Excellent organizational skills with ability to deal with multiple priorities and problems concurrently.

Ability to critically evaluate, recommend and implement hardware and software systems and other new technologies.

Must meet requirements of Dodge County Driver Qualification Program.

Regular attendance, professional demeanor, and punctuality required.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree in GIS/LIS, Geography or a related field including advanced GIS course work. Minimum six (6) years increasingly responsible project experience in GIS database development, analysis and output using ESRI software products; or a Master's Degree in a directly related field and four (4) years experience related to specific responsibilities using ESRI software products. Considerable practical experience with and working knowledge of ArcGIS Pro, ArcGIS Desktop, ArcGIS Server, and ArcGIS Online required. Practical experience with web programming and design of internet-based applications is also required.

WORKING CONDITIONS

Normal office environment (majority of work time). Infrequent outdoor work activities within Dodge County, depending on duties assigned.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**FOR PERSONNEL USE****EMPLOYEE SIGNATURE:****ANALYST(S):****DATE:****DATE:****SUPERVISOR SIGNATURE:****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$28.51 - \$37.32 KNOWLEDGE, SKILLS, AND ABILITIES**

JOB TITLE:	Park Supervisor	FLSA STATUS:	Exempt
DEPARTMENT:	Land Resources and Parks	REPORTS TO:	Director of Land Resources & Parks
LOCATION:	Dodge County Parks	DATE:	DRAFT
LABOR GRADE:	Dodge County Nine (9)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Director – Land Resources and Parks, responsible for the supervision of daily parks and trails field operations by coordinating, overseeing and conducting maintenance, construction and repair of park grounds, equipment, facilities, and structures. Responsible for supervising park staff in carrying out daily field operations, maintenance, repairs and improvements. Also responsible for the administration of County Snowmobile and ATV Trail programs and providing budget recommendations, work planning, project development and requisition and delivery of supplies and equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises and trains park staff, volunteers and other work crews in the operations, maintenance, repairs and improvements of equipment, grounds, buildings and facilities.
2. Coordinates construction projects, repairs and improvements to grounds, buildings and facilities with vendors, contractors, utilities and other agencies.
3. Develops plans, designs, specifications and cost estimates for procurement of supplies and equipment.
4. Records and maintains logs for fixed assets, inventory, maintenance, supply purchases, fuel and equipment usage and service contracts.
5. Maintains security of receipts from collection at the parks to delivery to office.
6. Provides regular communication and reports to Director on projects status, incidents, problems, needs, etc. and relays feedback and information to Crew Leader, Attendants and Caretakers as required.
7. Coordinates and performs necessary winter maintenance, snow plowing and regular park inspections during winter months.
8. Evaluates work methods, makes recommendations and implements new procedures to increase efficiency and safety.
9. Purchases and delivers supplies and equipment.
10. Develops maintenance and inspection schedules according to appropriate standards for all parks and trails buildings, facilities, equipment and public use areas to ensure public safety and efficient operations.
11. Performs equipment and facility troubleshooting, maintenance and repairs.
12. Monitors park operations to ensure safety of park visitors, staff, facilities and equipment.
13. Assists Director in the design of park facilities, improvement plans, and the writing of park ordinances, policies and procedures.
14. Operates equipment as required, including dump trucks, tractor-mowers, loaders, brush chippers, snow removal equipment and similar equipment of comparable size and complexity.
15. Operates brush cutters, chainsaws, weed sprayers, hand mowers and various hand tools as necessary.
16. Provides recommendations for the parks and trails technology, operational and capital budgets.
17. Operates the parks and trails programs within the business unit's approved annual budget.
18. Interviews candidates and makes recommendations regarding hire.
19. Seeks, prepares and administers available grants for designated park and trail projects as directed.
20. Coordinates work and vacation schedules of Crew Leader, Park Attendants and Caretakers.
21. Administers, plans, implements and coordinates the County snowmobile and ATV trails programs, including administration of the annual State Trail Aids grants for operation, maintenance and improvement to the trail systems.
22. Maintains effective relations with the local ATV clubs, County snowmobile association and its member clubs to ensure Safety on the motorized trail system while maintaining quality standards.
23. Coordinates the Special Use Permit system for consideration of out of the ordinary park use requests, including researching and evaluating the proposals and issuing or denying permits as directed.
24. Assists Parks Crew Leader, Caretakers and Attendants with their duties, including fill-in for absences. as necessary
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of power equipment, light machinery, tools, cleaning materials and their use.
 Considerable knowledge of electrical, plumbing and heating system and equipment.
 Considerable knowledge of safety related to electricity, cleaning chemicals, power equipment and general maintenance work.
 Considerable carpentry and construction knowledge and skills.
 Knowledge of theory and practice of park and recreation development and operation, including ADA requirements.
 Knowledge of plan implementation procedures.
 Ability to plan, organize, assign, supervise, and evaluate work of others.
 Ability to meet deadlines, deal with multiple priorities, and handle difficult interpersonal relations.
 Ability to follow drawings, plans or prints to carry out a project.
 Ability to direct and oversee work crews to complete a project according to plans, requirements or needs.
 Ability to maintain a friendly disposition to the public and a good working relationship with staff, work crews and contractors.
 Considerable knowledge and understanding of park administration policies, procedures, rules, laws and regulations and ability to relate same to the public and other park staff.
 Thorough knowledge and familiarity with all County Park facilities.
 Ability to understand and effectively carry out instructions, follow policies and procedures and work with little supervision.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to maintain efficient and organized records.
 Working knowledge of Microsoft Office (Word/Excel/Outlook/PowerPoint) and Internet and email software.
 Excellent written and verbal communications skills.
 Ability to use computer programs and software necessary to perform duties of the position, including ArcGIS.
 Ability to communicate and deal effectively with departmental employees, officials, contractors, vendors and the public.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Two (2) year Associates Degree or Four (4) year Bachelor's Degree in park administration, landscape architecture, resource management or related field, and three (3) years of increasingly responsible park or recreation management experience, or Master's Degree in directly related field and two (2) years experience related to specific responsibilities in maintenance, construction, welding, carpentry, custodial work, public service or outdoor recreation. Experience in lead worker or supervisory capacity required. Satisfactory completion of Chain Saw safety certification course required within 6 months of hire. A valid CDL with Type A, B, & D is preferred. Equivalent combination of education and experience which provides necessary knowledge, skills and abilities will be considered.

WORKING CONDITIONS

Works primarily at one assigned site, but or may be assigned to various park sites, based on project needs. Works primarily outdoors; may be subject to temperature extremes, windy and wet weather. Works in varied terrain and vegetation; wooded areas, fields, steep topography, wet areas. Inclement weather work may be done under shelters or in shop with slight protection from the weather. May be exposed to periodic intense noise. May be exposed to hazards such as weather, mechanical, electrical, chemicals and heights. May need to effectively deal with upset or hostile individuals or those violating park rules. Flexible work hours based on individual park needs, conditions and usage, but must be available to work primarily during the weekdays when park usage is lowest. May need to work an occasional evening, Saturday or Sunday.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
 DATE:
 SUPERVISOR SIGNATURE:
 DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

LAND RESOURCES AND PARKS DEPARTMENT
PROPOSED REORGANIZATION - 2018

AS OF AUGUST 21, 2018					PROPOSED EFFECTIVE 9/1/18			
CURRENT CLASSIFICATION	GRADE/ STEP	RATE	ACTION	PROPOSED CLASSIFICATION	GRADE/ STEP	PAY RATE	RATE CHANGE	TOTAL W & F CHANGE
SR LAND INFO SPECIALIST	8 Merit	\$33.36	Promotion to new position.	MANAGER - LAND INFORMATION	11 / 4	\$35.47	\$2.11	\$1,913
SR GIS SPECIALIST	8 Merit	\$33.36	Promotion to new position.	GIS ADMINISTRATOR	9 Merit	\$34.86	\$1.50	\$1,439
PARK FOREMAN	7 / 3	\$25.73	Promotion to new position.	PARKS SUPERVISOR	9 / 1	\$28.51	\$2.78	\$2,339
PARKS CREW LEADER	5 / 1	\$20.16	Promotion to vacant position.	PARKS FOREMAN	7 / 1	\$24.34	\$4.18	\$3,452
LAND INFO SYSTEMS SPEC	6 / 2	\$23.28	Transfer or Promotion to vacant position.	LAND INFORMATION SPECIALIST II	7 / 1	\$24.34	\$1.06	\$1,158
			Total hourly increase for all position changes.					\$11.63 \$10,301
MANAGER PARKS & TRAILS	11/ 1	\$33.31	ABOLISH MANAGER PARKS & TRAILS	NA	NA	\$0.00	-\$33.31	-\$32,181
						PROJECTED SAVINGS 9/1 - 12/31		\$21,880

2
3 **A Resolution to Alter the Boundaries of Dodge County Supervisory District No. 3 and**
4 **Dodge County Supervisory District No. 31, Based on an Annexation**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, on March 20, 2012, the Dodge County Board of Supervisors adopted a 10-
9 year supervisory district plan entitled the *Dodge County – Final Supervisory District Plan As*
10 *Amended The Second Time Pursuant To 2011 Wisconsin Act 39*, creating county supervisory
11 districts, municipal aldermanic districts, and election wards following the 2010 Census; and,
12

13 **WHEREAS**, Section 59.10(3)(c), of the *Wisconsin Statutes*, allows a county board, in the
14 exercise of its sole discretion, to alter the boundaries of supervisory districts based on
15 annexations which occur after the adoption of the 10-year supervisory district plan, so long as the
16 number of supervisory districts is not changed; and,
17

18 **WHEREAS**, on July 13, 2018, the City of Beaver Dam completed an annexation of
19 75.929 acres, more or less, located in the Town of Beaver Dam; and,
20

21 **WHEREAS**, a map of the annexed parcel, and a copy of the annexation ordinance are on
22 file in the Office of the Dodge County Clerk; and,
23

24 **WHEREAS**, this parcel annexed by the City of Beaver Dam is part of Dodge County
25 Supervisory District No. 3, which consists of Wards 1, 2, and 3 of the Town of Beaver Dam,
26 Ward 4 of the Town of Fox Lake, and Ward 2 of the Town of Trenton; and,
27

28 **WHEREAS**, it is appropriate to move the annexed parcel into Dodge County
29 Supervisory District No. 31 in the City of Beaver Dam because Dodge County Supervisory
30 District No. 31 consists of Wards 11 and 13 of the City of Beaver Dam; and,
31

32 **WHEREAS**, the population of the annexed parcels is zero (0) residents which, therefore,
33 maintains the original population numbers of Dodge County Supervisory District No. 3 and
34 Dodge County Supervisory District No. 31; and,
35

36 **WHEREAS**, this Resolution does not change the number of Dodge County Supervisory
37 Districts;
38

39 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
40 Supervisors hereby amends the *Dodge County – Final Supervisory District Plan As Amended The*
41 *Second Time Pursuant To 2011 Wisconsin Act 39*, by moving the annexed parcel of land from
42 Dodge County Supervisory District No. 3 to Dodge County Supervisory District No. 31, as shown
43 on the attached document, entitled *City of Beaver Dam Annexations and Alterations of the*
44 *Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District*
45 *No. 31*, which has been marked for identification as Exhibit “A”; and,

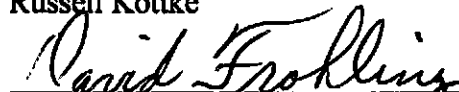
1 **BE IT FINALLY RESOLVED**, that the Chairman of the Dodge County Supervisors
2 shall file a certified copy of this Resolution and attachments, including Exhibit "A", with the
3 Secretary of State of the State of Wisconsin in accordance with the provisions of Section
4 59.10(3)(c)4., of the *Wisconsin Statutes*.

All of which is respectfully submitted this 21st day of August, 2018.


Dodge County Executive Committee:



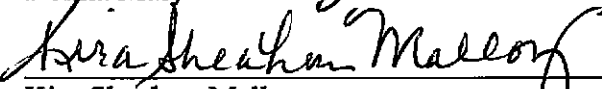
Russell Kottke



David Frohling



Donna Maly




Kira Sheahan-Malloy



Joseph Marsik



Dennis Schmidt

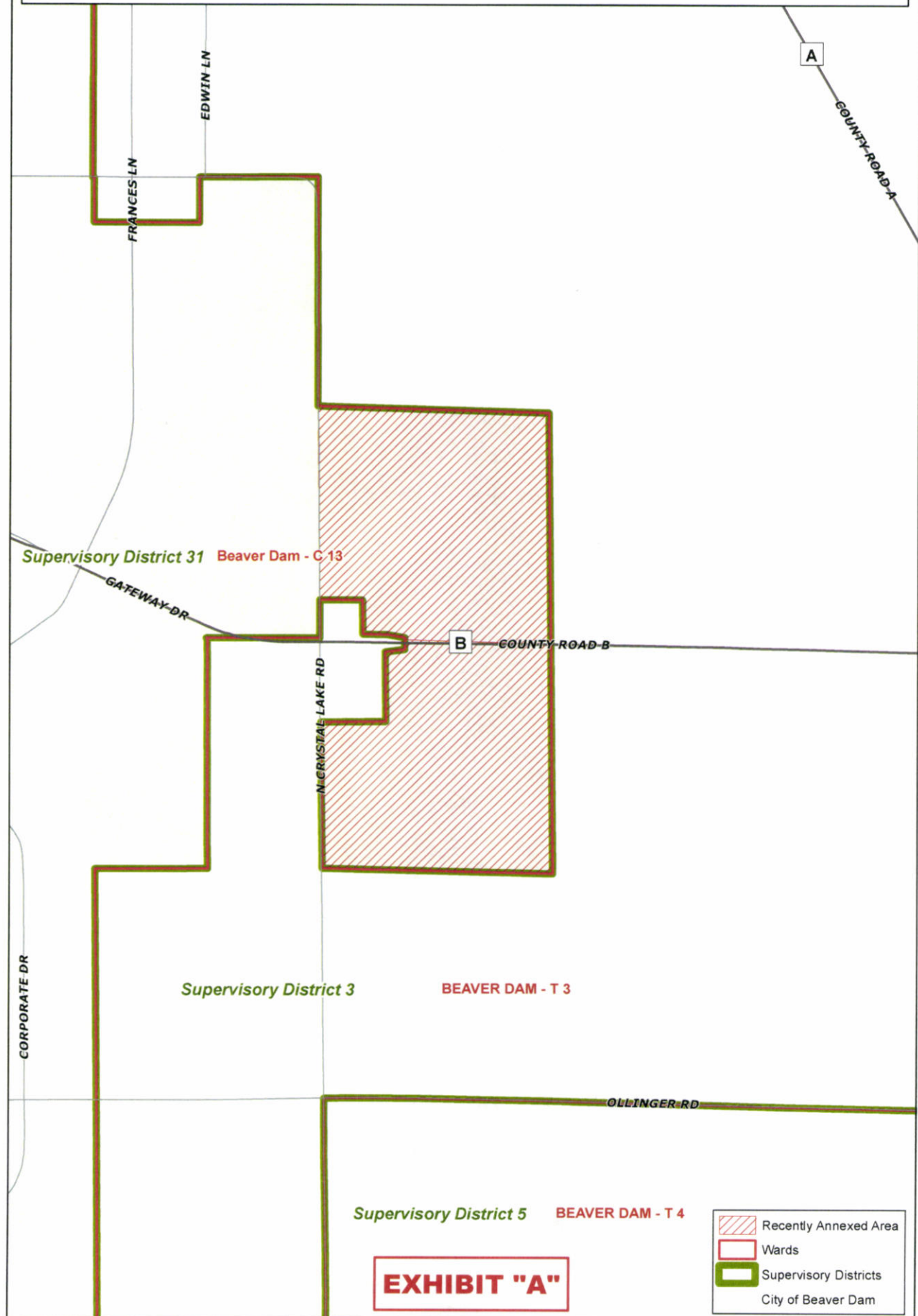


Jeff Berres

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to alter the Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31, based on an Annexation.

City of Beaver Dam Annexation and Alterations of the Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31



2
3 **RESOLUTION AUTHORIZING PETITION FOR DIRECT ANNEXATION**
4 **(PORTION OF WEST LAKE STREET – CITY OF HORICON)**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, Section 66.0214, Wis. Stats., specifies the process for direct annexation by
9 unanimous approval of all of the electors residing within the territory and the owners of all of the real
10 property in the territory; and,
11

12 **WHEREAS**, Dodge County is the sole owner of the real property described on Exhibit “A”,
13 attached hereto, and incorporated herein, which property is in the Town of Oak Grove contiguous to
14 the City of Horicon, also known as right-of-way underlying West Lake Street (formerly County
15 Trunk Highway “E”) acquired in the name of Dodge County for highway purposes; and,
16

17 **WHEREAS**, no electors reside within the territory proposing to be annexed to the City of
18 Horicon; and,
19

20 **WHEREAS**, the Dodge County Highway Committee has been informed by the City of
21 Horicon of a proposal to reconstruct 5,120 feet of West Lake Street from its intersection with
22 Industrial Drive to its intersection with Larabee Street (“project”); and,
23

24 **WHEREAS**, the Committee has been further informed that it would be of benefit to the
25 project funding to have the property officially recognized as within the City of Horicon; and,
26

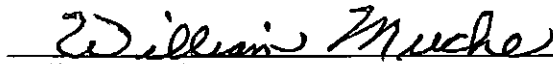
27 **WHEREAS**, in support of this project, the Dodge County Highway Committee recommends
28 that the Dodge County Board of Supervisors authorize a petition for direct annexation of the property
29 to the City of Horicon, described in Exhibit “A”;
30

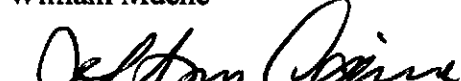
31 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors
32 that it hereby adopts the recommendation of the Highway Committee and authorizes Dodge County
33 to petition for the direct annexation of the property described on Exhibit “A” from the Town of Oak
34 Grove to the City of Horicon; and,
35

36 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors does hereby
37 authorize the Dodge County Board Chair and the Dodge County Clerk to sign the Petition for Direct
38 Annexation and take any other action statutorily required of a petitioner.
39


All of which is respectfully submitted this 21st day of August, 2018.


Dodge County Highway Committee:


William Mucho


Jeffrey Carine


Dave Frohling


Richard Fink


Jeff Berres

Vote Required: Majority of members present.

Resolution Summary: Resolution authorizing petition for direct annexation (portion of West Lake Street -- City of Horicon).

RESOLUTION # 18-33

**TO THE HONORABLE BOARD OF SUPERVISORS
OF DODGE COUNTY, WISCONSIN**

WHEREAS, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

WHEREAS, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

WHEREAS, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

WHEREAS, a public hearing of a proposed amendment to the Town of Lowell Zoning Code official Zoning District Map was held before the Lowell Town Board on June 5, 2018, and

WHEREAS, the proposed Zoning district map amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on June 12, 2018, as set forth and attached hereto as "Exhibit A";

THEREFORE, BE IT RESOLVED, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 21st day of August, 2018.



Joe Marsik, County Supervisor

REPORT to Res. 18-33

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of Lois L Masche Trust requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 2.3-acres of land from an AG-1 General Agricultural Zoning District to an RC-1 Rural Cluster Residential Overlay Zoning District in part of the NW ¼ of the SW ¼, Section 33, T11N, R14E, Town of Lowell to allow for the creation of a non-farm residential lot and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

Respectfully submitted this 21st day of August, 2018


Joseph Marsik


William Muehe


Larry Schraufnagel


Jeffrey Schmitt




Thomas Schaefer

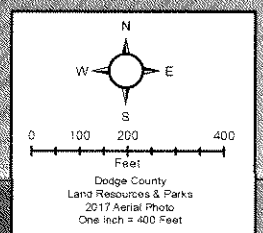
Land Resources and Parks Committee

Lois Masche Trust Town of Lowell, Sec. 32/33 (1114)

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



-  Masche Trust Property
-  Area to be Rezoned (AG-1 to RC-1)



RESOLUTION # 18-34

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Theresa has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Theresa held at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Theresa was held by the Town Plan Commission of the Town of Theresa on June 13th, 2018, the proposed amendment to the zoning ordinance of the Town of Theresa having been adopted by the Town Board of the Town of Theresa on July 2nd, 2018.

THEREFORE BE IT RESOLVED, that the amendment to the Town Zoning Ordinance of the Town of Theresa as represented by "the site map" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 6th day of July, 2018.



Dodge County Board Supervisor

REPORT to Res. 18-34

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of God Green Acres LTD requesting amendment of the Zoning Ordinance, Town of Theresa, Dodge County, Wisconsin, to rezone approximately 3.8-acres of land from an A-1 Farmland Preservation Zoning District to an A-2 General Agricultural Zoning District in part of the NE ¼ of the NE ¼, Section 32, T12N, R17E, Town of Theresa to allow for the transfer of this land to an adjacent land owner for non-farm residential use and recommend approval of the resolution submitted for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.


Respectfully submitted this 21st day of August, 2018


Joseph Marsik


William Muche


Larry Schraufnagel


Jeffrey Schmitt





Thomas Schaefer

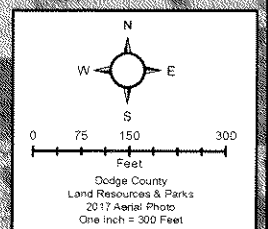
Land Resources and Parks Committee

God Green Acres LTD Town of Theresa, Sec. 32

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-  Tax Parcels
-  God Green Acres Property
-  Area to be Rezoned (A-1 to A-2)



1 RESOLUTION NO. 18-35

2
3 **Resolution Proposing Advisory Referendum to**
4 **Establish County Executive Form of Government**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, Chapter 59, of the Wisconsin Statutes, specifies three forms of county
9 government; elected county executive per §59.17, Wis. Stat., appointed county administrator per
10 §59.18, Wis. Stats., and appointed county administrative coordinator per §59.19, Wis. Stats.; and,
11

12 **WHEREAS**, Dodge County currently operates under the Administrator form of government
13 as established pursuant to Resolution No. 07-80 adopted on January 15, 2008; and,
14

15 **WHEREAS**, county boards may conduct countywide advisory or contingent referendum
16 pursuant to §59.52(25), Wis. Stats.; and,
17

18 **WHEREAS**, Dodge County is considering changing its form of government from
19 Administrator to Executive and seeks the input of the voters on an advisory basis; and,
20

21 **WHEREAS**, the Dodge County Executive Committee of the Dodge County Board of
22 Supervisors has considered the three forms of county government; and,
23

24 **WHEREAS**, the following question is proposed for placement on the November 2018
25 General Election ballot:
26

27 *Should Dodge County change its form of government from County Administrator appointed*
28 *by the County Board of Supervisors to County Executive elected by the voters of Dodge County?*
29

30 **WHEREAS**, it is recommended that the Dodge County Board of Supervisors adopt a
31 resolution proposing the herein advisory referendum question so that it may be placed on the
32 November 2018 General Election ballot along with the required Explanatory Statement and Effect of
33 Vote;
34

35 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors
36 that it seeks input on an advisory basis only as authorized by §59.52(25), Wis. Stats., as to whether
37 the county government form should be changed to an elected County Executive as described in
38 §59.17, Wis. Stats.; and,
39

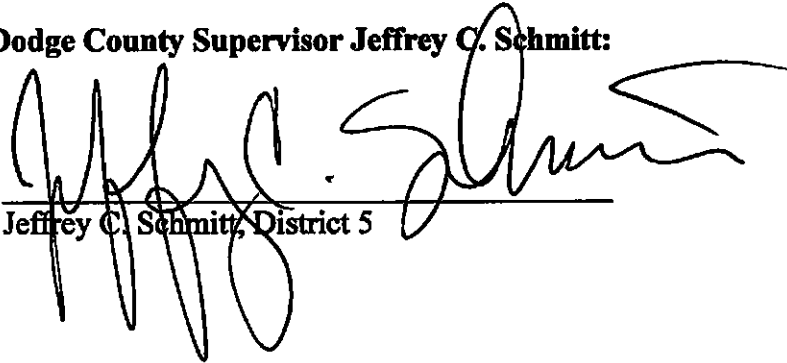
40 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that, pursuant
41 to §59.52(25), Wis. Stats., the following question is hereby approved and the Dodge County Clerk is
42 directed to place the following question on the November 2018 General Election ballot:
43

44 *Should Dodge County change its form of government from County Administrator appointed*
45 *by the County Board of Supervisors to County Executive elected by the voters of Dodge County?*
46

47 **BE IT FINALLY RESOLVED**, by the Dodge County Board of Supervisors that the
48 Corporation Counsel is directed to prepare an Explanatory Statement and Effect of Vote.

All of which is respectfully submitted this 21st day of August, 2018.

Dodge County Supervisor Jeffrey C. Schmitt:

A handwritten signature in black ink, appearing to read 'Jeffrey C. Schmitt', is written over a horizontal line. The signature is stylized and cursive.

Jeffrey C. Schmitt, District 5

Vote Required: Majority of Members present.

Resolution Summary: Resolution Proposing Advisory Referendum to Establish County Executive Form of Government.

REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of Chris Ganske and Donald and Kathryn Ganske requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 10-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in part of the NW ¼ of the NW ¼, and part of the SW ¼ of the NW ¼, Section 8, T12N, R14E, Town of Trenton, for the purpose of enlarging a non-farm residential lot and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

Respectfully submitted this 21st day of August, 2018.



Joseph Marsik



William Muche



Larry Schraufnager



Jeffrey Schmitt



Thomas Schaefer

Land Resources and Parks Committee

Ordinance No. 1008

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 8, T12N, R14E, Town of Trenton, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Land Resources and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Land Resources and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Land Resources and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

Adopted and Approved this ____ day of _____, 2018.

Russell Kottke
Chairman

Karen J. Gibson
County Clerk

C. Ganske / D. & K. Ganske Town of Trenton, Sec. 8

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



Zev D. Kianovsky
Asst. Corporation Counsel
(920) 386-3881

Julie K. Wilhelm
Asst. Corporation Counsel
(920) 386-3593

Sean P. Donohue
Asst. Corporation Counsel
(920) 386-4337

County of Dodge

Office of Corporation Counsel

127 E. Oak Street
Fourth Floor, Administration Bldg.
Juneau, WI 53039-1329
Fax (920) 386-3596

Kimberly A. Nass
Corporation Counsel
(920) 386-3592

Kelly L. Lepple
Secretary to Corporation Counsel
(920) 386-3590

Karen S. Schultz
Administrative Assistant
(920) 386-3964

Victoria L. Rahn
Legal Secretary I
(920) 386-3591

MEMORANDUM

TO: The Dodge County Board of Supervisors

FROM: Kimberly A. Nass, Dodge County Corporation Counsel *kan*

DATE: August 21, 2018

RE: Public Records Committee
Amendment to Chapter 1 of the Dodge County Code of Ordinances

This memo accompanies Ordinance No. 1009.

By adoption of Ordinance No. 940 on April 21, 2015, the Dodge County Public Records Committee was created and is codified at Section 1.39 of the Dodge County Code of Ordinances. A copy of Section 1.39 is included with this memo. The membership and duties of the Committee are specified in the Ordinance.

The Committee met on June 5, 2018 and July 23, 2018, to consider the current Records Retention and Destruction Schedule which is also codified in Chapter 1. The Schedule contains a compilation of county records, specifies a retention period for each type of record, and a notification process for destroying records at the expiration of the retention period.

The Enterprise Resource Planning (ERP) Team requested clarification regarding records that will be generated by the Tyler/Munis System. Specifically, the ERP Team indicated that the system will generate electronic records such as vouchers, purchase orders, financial reports and similar records and questioned whether the records could be retained electronically.

The Public Records Committee recommended to the Executive Committee the adoption of an amendment to Section 1.36 which clarifies that records may be maintained in electronic format. On August 7, 2018, the Executive Committee considered the Public Records Committee's recommendation and unanimously approved advancing the ordinance amendment to the County Board for consideration at its August 21, 2018 meeting.

The next Dodge County Public Records Committee is scheduled for October 22, 2018 at 8:15 a.m.

KAN:ks
Enclosure

cc: Jim Mielke, Dodge County Administrator

1.39 - PUBLIC RECORDS COMMITTEE. (Cr. #940)

- (1) CREATION OF PUBLIC RECORDS COMMITTEE.** A Dodge County Public Records Committee is hereby created.
- (2) DUTIES.** The duties of the Dodge County Public Records Committee shall be to:
Review Dodge County Records Retention and Disposition Policies; review statutes, administrative code provisions, and other rules or regulations that pertain to either the retention or disposition of records of Wisconsin counties; make recommendations to the Dodge County Executive Committee for changes to the Dodge County Executive Committee for changes to the Dodge County Records Retention and Disposition Policies; inform Dodge County Departments about Dodge County Records Retention and Disposition Policies; encourage compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies; and monitor compliance by Dodge County Departments with Dodge County Records Retention and Disposition Policies.
- (3) MEMBERSHIP.** The Public Records Committee shall consist of 7 members, as set forth as follows:
 - (a)** Chairman of the County Board of Supervisors, or the First Vice Chairman of the County Board of Supervisors, if designated by the Chairman of the County Board of Supervisors;
 - (b)** County Clerk;
 - (c)** Corporation Counsel, or an Assistant Corporation Counsel, if designated by the Corporation Counsel;
 - (d)** County Administrator;
 - (e)** Sheriff, or designee;
 - (f)** Director of Information Technology, or designee;
 - (g)** Director of Human Services and Health Department, or designee.
- (4) MEETINGS.** The Public Records Committee shall meet at least one time per year, and more often as required. Meetings of the Committee will be called by the Chairman of the Committee. Minutes of meetings shall be recorded. Minutes of meetings shall be filed with the County Clerk.

AN ORDINANCE AMENDING CHAPTER 1, SECTION 1.30 PURPOSE, AND SECTION 1.36, MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS OF THE DODGE COUNTY CODE OF ORDINANCES.

The people of the County of Dodge, represented by the Dodge County Board of Supervisors, do hereby ordain as follows:

Section 1. The Dodge County Public Records Committee convened on July 23, 2018, and advanced the herein Ordinance amendment to the Dodge County Board of Supervisors for consideration.

Section 2. 1.30 – PURPOSE.

The purpose of this chapter is to establish a County Records Retention Schedule and authorize destruction of County Records pursuant to the schedule on an annual basis. Records custodians may destroy records prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to § 16.16(7) ~~§§ 16.61(7)~~ or 16.612, Wis. Stats. Any record not covered by this chapter or any other regulation or law shall be retained 7 years unless the record is added by amendment to the ordinance and the shorter period is approved by the State Public Records and Forms Board.

Section 3. 1.36 – MICROFILMING OR OPTICAL DISK STORAGE OR DEPARTMENT RECORDS.

(1) Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in §§ 16.61(7) and 16.612, Wis. Stats., respective, are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media when deciding which records to microfilm or store on optical disks. After verification, paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.

(2) Pursuant to § 137.20, Wis. Stats., records created in electronic/digital format may be maintained in electronic/digital format unless converted to another format per § 16.61(7), Wis. Stats.

Section 4. **Effective Date.** This ordinance becomes effective immediately upon enactment by the Dodge County Board of Supervisors and publication.

- 1 **Section 5. Summary.** An Ordinance amending Section 1.30 and Section 1.36 of the Dodge
2 County Code of Ordinances pertaining to records retention.
3
4 **Section 6. Vote Required.** Majority of members present.

Respectfully submitted this 21st day of August, 2018.

Dodge County Executive Committee:



Russell Kottke



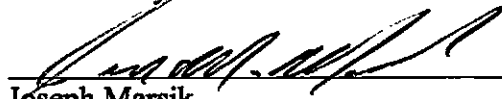
David Frohling



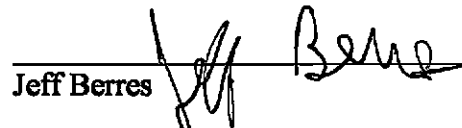
Donna Maly



Dennis R. Schmidt



Joseph Marsik



Jeff Berres



Kira Sheahan-Malloy

Enacted and approved this _____ day of _____, 2018.

Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson, County Clerk